

## **MODULE #8**

### **“How to Always Present Like the Pros”**

#### **SUMMARY**

The number one fear of most people, around the world, is the fear of speaking in public. This most often is caused by several reasons: not knowing the skills necessary; not knowing the audience; not knowing the topic. This program provides the skills and practice necessary to begin to overcome the basic causes of poor presentations. Attendees walk out with the essential knowledge to present any talk skillfully.

#### **What the Attendees Will Learn During This Workshop:**

- How to create a presentation that has meaning and clarity.
- How to understand the mind of the audience.
- How to present what they have to say so the audience's minds receive it.
- How to effectively use their fear of speaking in a positive manner.
- How to ask for and answer questions effectively.
- How to be prepared to speak on short notice by following a process.

#### **What the Attendees Will Do During This Workshop:**

- Develop a topic on which they will speak during the workshop.
- Develop a process in which to present the topic.
- Analyze the audience they will speak to.
- Create a process of mental preparation.
- Develop a process for creating the talk.
- Use hand gestures that support what they say.
- Practice standing and walking.
- Practice using visual aids.
- Make meaningful eye contact with the audience.
- Answer questions from the audience.

**Major Benefits:** The number one fear people have is overcome. Presentations become shorter, clearer, and to the point.

#### **Logistics:**

This training will be presented two times in the same day, as follows:

- 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM (Repeat session)