

## *Dynamic Presentations*

**2-full days**

### *Learning Goals*

This workshop will actively engage your employees in the art of presentation skills. This workshop is designed for individuals that present in small meetings or groups and need to practice and apply presentation techniques to deliver more formal presentations. The focus of these workshops will be in building confidence when presenting informally as well as more formal presentation settings and to audiences such as internal and external committees or groups, the leadership team, community audiences, or in one-on-one situations that require them to provide clear and concise messages. They will learn to use a presentation structure that will prepare them to provide clear, concise messages that engage their audience. They will also review tips and techniques to overcome the fear of presenting and overcome presentation distractors.

The participants will be engaged in giving presentations throughout the two full-day workshops. They will receive feedback from other workshop participants and the facilitator. Several of their presentations will be videotaped so they will have a reference to monitor their areas for improvement. Between workshops I & II they will prepare a more formal presentation that will be videotaped. Participants will receive a copy of their video and meet with the facilitator to receive oral and written feedback.

### *Workshop Objectives*

At the end of the workshop, participants will have the opportunity to:

- Develop rapport and build credibility with their audience.
- Determine the best format for your presentation.
- Plan and organize the presentation.
- Demonstrate opening and closing a presentation with energy and conviction.
- Use notes, handouts, visuals, and media effectively.
- Prepare a presentation that focuses on the audience's needs and interests and captivates their interest.
- Manage questions effectively.
- Develop strategies to overcome nervousness and manage presentation distractors (e.g. Um, you know)
- Prepare, practice, and present to an audience to build rapport, engagement and credibility.

## *Skilled Facilitation Workshop*

### *Learning Goals*

Groups that need to make decisions or engage in a planning process often find that using a trained facilitator makes this process more efficient and easier for everyone involved. A good facilitator can keep meetings focused on the subject of discussion or on dealing with the problem at hand; remind participants to consider the broader context of the issues; provide a neutral perspective and manage the process; move meetings along in a timely manner; help the group achieve useful meeting outcomes; and give the group a sense of accomplishment.

The key skills of an effective Facilitator include actively listening for content and emotion, asking open-ended and probing questions to clarify goals or desired outcomes, generating open discussion that is inclusive, keeping discussions focused, summarizing key points and actions, managing perceptions and judgement, managing conflict so it remains positive and constructive.

### *Workshop Objectives*

At the end of the workshop, participants will have the opportunity to:

- Develop rapport and build credibility with their audience.
- Define and demonstrate active and intentional listening.
- Demonstrate positive body language and model behaviors that demonstrate openness and interest.
- Use questioning techniques that encourage active participation and involvement from all members of the group.
- Recognize personal hooks that may foster judgement and perceptions that can get in the way of remaining open and engaged.
- Manage and encourage positive and constructive conflict to raise issues and concern
- Summarize by use clarifying questions and paraphrasing throughout the discussion and at the end of the meeting.
- Manage the discussions to keep the group focused on the topic, goals and objectives.