



# Presentation Skills

## You Will Learn How To:

- 1 Analyze an audience
- 2 Write powerful benefit statements
- 3 Streamline and organize content
- 4 Target an ally
- 5 Assess the mood of a group
- 6 Initiate a conversation before presenting
- 7 Use active listening skills
- 8 Influence a conversation to your benefit
- 9 Take command of a room
- 10 Exude confidence
- 11 Deliver opening comments that set you up for success
- 12 Insert your credibility into any situation
- 13 Make smooth transitions
- 14 Clearly communicate content
- 15 Effectively summarize all points
- 16 Watch and assess body language for signs of buy-in
- 17 Capitalize on positive feedback
- 18 Maintain a conversational tone
- 19 Handle questions like a pro

## “How NOT to Pee Your Pants in Front of an Audience“

This hands-on workshop will give you the tools you need to increase your confidence in front of an audience and help eliminate your anxiety beforehand. Through an easy step-by-step process, you'll learn how to WOW any room.

### Is it for me?

- I know my stuff, but my brain stops working when I get in front of people
- I almost always wish I had a second chance to present when I'm done
- I'm required to be in front of an audience from time to time
- I'm getting better at presenting but I still get nervous
- I feel like I have good things to say, but they come out all wrong
- I have a hard time organizing my thoughts before I present
- I want to get better at not peeing my pants

“The human mind is a wonderful thing. It begins working the moment you're born and doesn't stop until you have to speak in public.” –Tom Gill



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training you for a change