



**HEROTEC**  
NETWORK PROFESSIONAL TRAINING

## Presentation Skills

<b>Related Certificate</b>	<b>Presentation Skills</b>
<b>Course ID</b>	<b>978-0-7645-5955-6</b>
<b>Audience</b>	<b>Intermediate</b>
<b>Hours</b>	<b>24</b>

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## Overview:

Whether you're dealing with one person or one thousand, the ability to transmit ideas in a coherent and compelling fashion is one of the most important skills you can ever develop. Want to impress your colleagues? Convince your clients? Prove your point? The key to success is what you say. To get what you want in life, you have to present yourself forcefully, credibly, and convincingly.

## Objectives:

- Gathering sources and compiling data
- Organizing your ideas
- Improving your timing for maximum impact
- Using your pre-presentation nerves as an asset
- Choosing the perfect word in every instance
- Crafting an introduction, conclusion, and transitions
- Using PowerPoint to make your point
- Understanding what body language says about you
- Simple tricks for every situation

## Outlines:

- Chapter 1: Presentations: One Key to Doing Business.
- Chapter 2: The Four Ws: Who, What, Where, and Why.
- Chapter 3: Pumping Up Your Research.
- Chapter 4: Organizing Your Message.
- Chapter 5: Me, Worry? Controlling Anxiety.
- Chapter 6: Building the Body with Stories, Statistics, and Other Good Stuff.
- Chapter 7: Setting a Style: Choosing Your Words Carefully.
- Chapter 8: Using Humor Effectively.
- Chapter 9: Tying It All Together: Introductions, Transitions, and Conclusions.
- Chapter 10: Planning Powerful Visual Aids..
- Chapter 11: Making Body Talk: What's Out, What's In, and What's International.
- Chapter 12: Appreciating Your Audience.
- Chapter 13: What Did You Say? Fielding Questions.
- Chapter 14: Employing Stunningly Simple Design Techniques.
- Chapter 15: Considering Cool Tricks to Whip Your Audience Into a Frenzy.
- Chapter 16: Avoiding Common Mistakes with PowerPoint.
- Chapter 17: Succeeding in Sales and Other Motivational Presentations.
- Chapter 18: Tackling Technical and Financial Presentations.

- Chapter 19: Making Informational Briefings and Training Presentations.
- Chapter 20: Presenting a Business Plan to a Venture Capitalist or Your Boss.
- Chapter 21: Making Virtual Presentations: Phone, Video, Web, and E-Mail.
- Chapter 22: Impressing with International Presentations.
- Chapter 23: Dealing with Impromptu Presentations, Panels, and Roundtables.
- Chapter 24: Ten (or So) Comeback Lines to Use When Things Go Wrong.
- Chapter 25: Ten (or So) Tips for Presentations at Public Meetings.
- Chapter 26: Ten (or So) Things to Check Before You Present.

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## Contacts:

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