



# Effective Presentations

## Course Objectives

After completing this course, students will know how to:

- Prevent information overload, and manage information by using the INFO process.
- Manage written, oral, and electronic information, and use memory more effectively.
- Manage outgoing information, and identify when it's best to use written, oral, or electronic information.
- Identify characteristics and myths related to time, and manage time-related problems.
- Get organized, plan and prioritize, and identify the causes of and remedies for procrastination.
- Handle visitors, handle office interruptions, and delegate effectively.
- Manage team time, communicate and plan within a team, and use team time effectively.

## Course Content

### Unit 1: Fundamentals of presentation

- Topic A: Effective presentations
- Topic B: Planning a presentation

### Unit 2: Audience analysis and supporting material

- Topic A: Audience analysis
- Topic B: Supporting materials

### Unit 3: Building presentations

- Topic A: Build presentations
- Topic B: Develop an introduction
- Topic C: Organize the body of the presentation
- Topic D: Effective conclusion

### Unit 4: Presentation mechanics

- Topic A: Visual aids
- Topic B: Understand visual aids

### Unit 5: Presentation process

- Topic A: Extemporaneous speaking
- Topic B: Preparation for speaking
- Topic C: Deliver a presentation
- Topic D: Nonverbal communication

### Unit 6: Question-and-answer session

- Topic A: Handle questions effectively
- Topic B: Handle challenging questions

### Unit 7: Fundamentals of persuasion

- Topic A: Understand persuasion
- Topic B: Organize a persuasive presentation
- Topic C: Methods of persuasion