



High Impact Presentation Skills

HOW TO SELL YOURSELF, YOUR IDEAS, AND YOUR ORGANIZATION

"Every presenter has the potential to be great; every presentation is high stakes; and every audience deserves the absolute best." – Nancy Duarte, author of **Slide:ology**

DESCRIPTION

When you walk in front of the room to speak, does your audience listen? Do they focus more on their personal electronic gadgets than they do on you and your message? Are you comfortable and confident when asked to give an impromptu presentation? At the end of your presentation do you feel a sense of relief or accomplishment? Powerful communication skills and a commanding presence can enhance your ability to connect with your audience and get the results you desire whether you are speaking one on one or to an audience of a thousand. When the stakes are high and your leaders and managers are motivated to develop their speaking skills to the next level, Sandy Smith can be your guide.

LEARNING OBJECTIVES

- Learn to plan and design your presentation so that it flows and is easy for your audience to follow.
- Learn the five "fatal flaws" in giving presentations and how to avoid them.
- Learn when and how to use PowerPoint and discover the advantage of using simple, creative design and images to help you tell your story.
- Learn self-management tips that help you channel tension or anxiety into focused enthusiasm.
- Learn how a well crafted and powerful opening and closing will be remembered by your audience.
- Learn the "power of story" to illustrate your point and will be retold by your audience.
- Discover practical methods of making potentially dry or overly technical material come to life.
- Discover useful techniques for involving your audience and managing your Q & A session.

STYLE OF DELIVERY

Customized to audience, client objectives, and time allotted for delivery. However, presentations typically incorporate such highly effective elements as:

- Extremely animated oral presentation that incorporates practical examples and, often, humor to drive home main points
- Bold, imaginative presentation graphics that maximize visual impact and minimize text
- Short, highly engaging movie clips that demonstrate or reinforce key messages
- Highly engaging group exercises and discussion
- Open Q&A
- Closing summary of key points that can be applied in the workplace and serve as reminders

SANDY SMITH BIOGRAPHICAL SUMMARY

Sandy Smith is a speaker, corporate training specialist and executive coach from Oak Ridge, Tennessee. He develops and presents educational seminars and workshops for leading organizations in such diverse areas as healthcare, manufacturing, marketing, retail, and U.S. government. Sandy also coaches senior executives in giving high impact presentations. Sandy is a member of The National Speakers Association and The World Futurist Society.