

PRESENTATION ADVANTAGE®

One-Day Essentials

Communication Advantage Series

ONE-DAY ESSENTIALS OUTLINE

TIME	MODULE	PARTICIPANTS WILL BE ABLE TO:
8:30 a.m.-9:15 a.m.	FOUNDATION	<ul style="list-style-type: none"> • Understand the paradigm of “Connect.” • See that paradigm plus process equals presentation success. • “Connect” with in-person and virtual audiences successfully.
9:15 a.m.-Noon	DEVELOP A POWERFUL MESSAGE	<ul style="list-style-type: none"> • Identify the clear purpose to be achieved with their message. • Develop key points to support the purpose. • Create a memorable introduction and conclusion.
Noon-1:00 p.m.	LUNCH	
1:00 p.m.-1:45 p.m.	DESIGN IMPACTFUL VISUALS	<ul style="list-style-type: none"> • Use visuals to increase attention to and retention of the message. • Design effective presenter prompts and notes.
1:45 p.m.-4:45 p.m.	DELIVER WITH EXCELLENCE	<ul style="list-style-type: none"> • Master the components of the “first and ongoing impression.” • Deliver visuals effectively. • Manage good and bad stress. • Handle questions and group dynamics.
4:45 p.m.-5:00 p.m.	QUICKSTART PLAN AND CLOSING	<ul style="list-style-type: none"> • Take the pre- and post-Benchmark. • Practice with an Accountability Partner. • Report success after five weeks.