Present2theTOP Virtual Presentation Training Series

In today's changing business environment, the ability to deliver a persuasive presentation to executive audiences has become a fundamental requirement. Now those presentations are expected to be virtual. The phrase commonly used when discussing the criteria for presentations given to high level decision makers is "Different Level – Different Information". The critical question is how to put that phrase into action?

Present2theTOP equips participants presenting to executive leaders with the ability to focus on information related to the needs of the overall organization. Too often presenters get bogged down in the details rather than answering the critical questions of, "why", "how much" and "so what?".
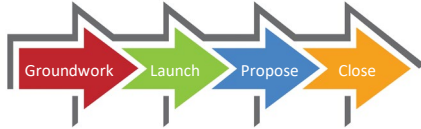
During this virtual presentation training series, you will learn to prepare, construct and deliver presentations with professionalism, authenticity and confidence. We will keep you fully engaged with our 'state of the art' virtual design. We incorporate virtual best practices to deliver proven content with high participation. We enable active learning with dynamic slides, white boards, break-out rooms, chats, polls and videos. The virtual training format is ideal for organizations with employees working from home who do not want to forfeit results. This virtual approach prepares trainers, salespeople, managers, engineers and scientists to present more professionally in either virtual or face-to-face environments.

Preparation and Engagement	Developing Key Points Closing for Action	Effective Slide Design	Presentation Practices
• Learn the 7 deadliest mistakes presenters make • Understand how to plan your outcomes – start with the end in mind • Learn the basic structure and flow of a persuasive presentation • Discover the necessary steps to prepare for any presentation • Learn proven techniques to overcome fear and nervousness • Learn how to tie your core message to audience needs • Learn the value of limiting information to three key points • Learn how to design a compelling opening that sets the context for the presentation	• Learn to deliver the right amount of information in the allotted time • Learn how to link key points to audience needs and interests • Learn to develop a compelling message with persuasive elements • Learn ways to use transitions to create logical flow • Learn techniques to use audience involvement for persuasion • Learn how to keep the action moving forward by gaining commitment to concrete next steps • Learn techniques for dealing with challenging Q&A sessions	• Learn how to avoid death by PowerPoint • Learn how to avoid the trap of power point dependence • Learn the appropriate role of the presenter when using slides. • Learn how to create slides that are effective, memorable and informative • Learn how to integrate slides without disconnecting from the audience • Witness the impact of slide redesign through makeover demonstrations	• Apply learnings to a chosen presentation • Project credibility and confidence • Use energy and passion to captivate and create impact • Connect with the audience with strong body language and eye contact • Receive feedback from the participants and facilitator • View and critique the recorded session

Presentation Flow

There is a natural flow to the design – preparation/groundwork, open/launch, body/propose, and close, then slide design.

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Unique Value

- *Virtual Environment Assessment*
- *Skills and Structure of Influence*: Presentation focus is on influencing and moving decision makers to action.
- *Applied Learning*: Learning is applied to a real world presentation for immediate impact.
- *Planning Tool*: A 'Presentation Planner' is provided for efficient content preparation.
- *Multiple Practice Opportunities*: Opportunities are provided throughout the training to rehearse segments of created content – people learn by doing.
- *Delivery Practices*: Professional presence defined.
- *Feedback Loops*: Participants observe and learn from peer feedback, facilitator coaching and video examples.
- *Phased Learning*: Participants will participate in four separate sessions separated by 1-2 days.

Prework

Participants will complete a prework assignment which includes an overview of the sessions and a self-evaluation of needs, skill levels and expectations for the sessions.

During each of the four modules, participants will be directed to apply the skills and concepts learned to an upcoming business presentation.

Homework assignments will be given after each session and participants will report out and receive feedback from the group regarding the effectiveness of their progress.

Each participant will create a presentation using a Presentation Planner. Throughout the training, everyone will practice delivery skills: eye contact, body language, gestures and voice projection to ensure they are interesting and non-distracting.

Clear - Presenters must come prepared with clarity of purpose. High level decision makers want to know how your presentation connects to the larger organizational strategy.

Concise - Presentations directed to the upper levels need to be shorter and structured carefully to highlight only critical information.

Compelling - A short presentation does not automatically make it interesting. To maintain interest and move your audience to action, it is imperative that information be presented passionately and authentically.

Participant Materials and Reinforcement Tools

Participants are equipped with tools to transfer skills back to the workplace.

- Content rich participant materials
- Electronic Presentation Planner
- Resource list

Session Length

- Four – 3 hour sessions – with breaks
- Capped at 10 participants
- Customized configurations available

Who Benefits?

- Scientists
- Managers
- Executives
- Engineers
- Salespeople
- Support Staff

Anyone who is required to persuasively present to executive leadership or a Board of Directors could benefit from this course.

Post session video coaching is available to participants upon request charged at an hourly rate..

Event Specific Customization

This offering, like all others from Red Cup Learning, can be customized to reflect your business environment and priorities.