IFS Center for Educational Excellence

Training and Developing Workers for the Insurance and Financial Services Industry

Powerful Presentations

Description

Learn how to prepare quality presentations to achieve business results. This course will cover the essential elements of developing an effective presentation including how to maximize the use of tools such as PowerPoint to capture your audience's attention. Techniques of how to manage the Q & A session will be covered. In-class exercises will provide opportunities for participants to practice the skills learned with feedback from the instructor. This is not a software application course. Participants must already have a working knowledge of MS PowerPoint to participate.

Delivery Details

14 hours, 2 days

Course Content

- Outlining Objectives
- Understanding the Audience
- Developing a clear purpose for your presentation
- Using PowerPoint to enhance your presentation
- Voice Projection & Non-Verbal Communication
- Presenting to Large and Small Groups
- Handling Q & A

Learning Outcomes –

After completing this course, participants will be able to:

- Identify the essential components of a presentation.
- Understand how to use graphics, video, sound and other techniques to enhance your presentation.
- Discuss the impact of voice and non-verbal communication on a presentation.
- Understand the techniques to manage an effective Q & A session

Methodology

- Facilitator led discussion
- Small group exercises and discussion
- Computer and/or video presentations

Materials –

Each participant will receive comprehensive handouts for the topics presented and discussed in the course.

Pre-Requisites:

- High School Diploma or GED, Math and English at the 12th grade level.
- Two or more years of experience in the insurance or financial services industry.
- One or more years in supervisory/team leader role recommended.
- Working knowledge of Power Point and/or successful completion of MS Office Concepts course required.

Assessment (pre and post):

- At the beginning of the first session, participants will be given a pre-assessment to determine their subject knowledge.
- At the completion of the course, participants will be given a post-assessment to determine successful completion of the learning outcomes.

CEU's: 1.4