



## Effective Presentation Skills

### 1 Session –

1-2 Hours of Interactive Training

Enhance your presentation skills and shine in any meeting with this friendly, concise LearnKey course based on the book *Effective Presentation Skills* by Steve Mandel. Learn everything you need to know to deliver a solid sales pitch or presentation with clarity, persuasiveness, and confidence. With this interactive training, you'll learn how to organize your thoughts and data for maximum impact, develop eye-catching visual aids and use effective body language.

### Benefits

- You'll become an expert at conducting effective question-and-answer sessions.
- No more last minute panic! You will feel confident and self assured during your presentation.
- Your ideas will flow and have a powerful impact on your audience.

### About The Author

This is a LearnKey course based on the book *Effective Presentation Skills* by Steve Mandel. **Steve Mandel**, President of Frontline Group/Mandel Communications, is a nationally known training consultant and lecturer specializing in presentation skills training. Since 1981 his company has trained executives, managers, and professionals nationwide in the skills necessary to effectively present their ideas.

### Session 1

#### Section A: Effective Presentation Skills

- Introduction
- Course Overview

#### Section B: Getting Started

- Dealing with Fear
- Reducing Anxiety
- Planning
- Key Fact

#### Section C: Organizing and Preparing

- Developing the Presentation
- Handouts and Visuals
- Practice
- Key Fact

#### Section D: Making Effective Presentations

- Physical Facilities
- Jumpstarting
- Delivery
- Common Mistakes
- Handling Questions
- Good Luck