

INTERNATIONAL PRESENTATION SKILLS

MANAGEMENT INTERNAZIONALE
PERSONAL EFFECTIVENESS

2022

Milan, February 21-22

Milan, June 20-21

Milan, November 24-25

CLASSROOM OR LIVE STREAMING

PARTICIPANTS

This course is designed for managers of all levels and professionals who work in a multicultural, multinational environment and who need to be able to get a clear message across in English to a multicultural audience.

PROGRAM

Introduction and overview

- > Characteristics of outstanding presentations
- > Creating a framework for success
- > Making a positive impact on your audience
- > Enhance your confidence as a presenter

Developing key presentation skills

- > Attention-getting openings and compelling closings:
 - creating a winning impression
 - capturing the audience
- > Improving your personal presentation tools:
 - enhancing vocal delivery
 - making eye contact
 - adding positive body language
- > Communication modes:
 - visual
 - auditory
 - kinesthetic
 - matching communication modes to audience learning styles
 - multimodal presentation techniques

Building an effective presentation

- > The construction and design process:
 - setting objectives
 - matching purpose and point to the audience
 - creating the storyboard model
- > Mindmapping as a presentation design tool:
 - rapidly capturing presentation ideas
 - structuring content for clarity
 - converting mindmaps into presentations
- > Shaping the presentation:
 - applying learning theory for optimal information transfer
 - volume vs. retention
- > Design high-impact slides:
 - making text, colour and graphics work together
 - limiting content to increase effect
 - employing information graphics to simplify complex data

Communicating the main points

- > Preparing to present with confidence:
 - identifying the key points
 - constructing the narrative by linking the key points
 - reducing your dependency on speaker notes

- > Applying high-retention techniques in your presentation:
 - starting powerfully
 - linking content to increase impact
 - the power of the unexpected
- > Making your message “stick”:
 - increasing information recall
 - emphasizing content with visual reinforcement techniques
 - the power of repetition
 - when to use handouts for maximum impact
 - closing the loop: checking for audience comprehension

Adding interactivity to your presentations

- > Audience-centered delivery:
 - benefits of audience feedback
 - Increasing audience involvement
 - establishing two-way communication
 - combating passive listening
- > Energizing presentations with questions:
 - choosing questions: rhetorical, group or targeted
 - leveraging questions to achieve the impact you want
 - turning your main point into questions
 - structuring questions to involve the entire audience
- > Handling audience interaction:
 - rewarding responses
 - managing questions from the audience
 - keeping to your timeline

APPROACH

The course is extremely active. Each participant will be videotaped and will prepare 2 micro and 2 full-scale presentations during the 2 days. Feedback and analysis of performance will be immediate.

GOALS

Is there a difference between making an effective presentation in Italian and making an effective presentation in English? Absolutely! Learn about different communication styles so that your message comes through clearly to your audience. Learn how to structure a presentation, how to handle questions professionally and how to come across with confidence in any situation.

“One could never pay too high a price for any sensation”
OSCAR WILDE

2 DAYS

FEES

 **SINGLE FEE: € 1.315 (+VAT)**

for the enrolment of one person in one course


 **MULTIPLE FEE: 15% OFF**

single fee for the enrolment of one person:


if 2 or more people are enrolled in the same course;

if 9 or more enrolments to different courses are completed in a 12-month period

HOW TO ENROLL

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