

# Making Effective Presentations: Fundamentals

## Learn how to:

- Properly prepare yourself to deliver a dynamic presentation
- Develop a theme and map out the flow of your presentation
- Use group exercises in the most effective way possible
- Effectively use PowerPoint® or other presentation software
- Deal with presentation anxiety in the best way possible
- Use the presentation style best suited for the situation
- Deal with any obstacle that may arise
- Properly handle the question-and-answer session

PDUs: 12.0

CEUs: 1.2

CPE credits: 14



Public and on-site delivery available under GS-02F-0058P.

**D**o you have to make presentations at pre-proposal conferences, industry days, in front of source selection advisory boards, to internal pre-negotiation review boards or at other gatherings? Are you responsible for the oral presentation of your firm's proposal in negotiations with the government or other gatherings in the course of your duties? If so, this course is for you! If you don't have these responsibilities yet, this course will help you move along your career path. Program and technical personnel will benefit from this course as well.

How do you prepare yourself to deliver the most effective presentation possible? We'll take you through each of the steps necessary to make your most effective presentation. You will learn how to plan your presentation by determining the basics, introducing group exercises, developing a theme for your presentation and determining the flow from beginning to end. You will learn essentials for delivering an effective presentation, including tips for dealing with presentation anxiety, choosing a style most appropriate for your presentation and dealing with the difficulties you may encounter during your presentation. You will also learn some techniques for handling the question-and-answer period in the best possible way.

This course is designed to provide you with the fundamentals necessary to deliver an effective presentation and have the most optimum outcome. Whether you are new to delivering presentations or have some basic experience but feel you need to improve your abilities, you will gain invaluable presentation skills.

## Course Topics

### 1. Planning the Presentation

- The basics
- Introduction of the group exercise
- Theme development
- The opening
- The body of the presentation
  - Topical approach
  - Proper sequence
  - Basic theme
  - Smooth transitions
- The closing

### 2. Delivering the Presentation

- Effective use of PowerPoint®/ presentation software
  - Delivering your message
  - Selling your presentation
- The importance of practice
- Tips for dealing with presentation anxiety
  - Common ailment
  - Manifestations
  - Ways to manage/reduce anxiety
- What's hot and what's not in presentations
- Presentation styles
  - Methods used to identify key points and decisions
  - Top gripes of evaluators
  - Top likes of evaluators
- Four presentation styles
  - Reading
  - Memorizing
  - Impromptu
  - Extemporaneous
- Three Vs in your presentation
  - Verbal
  - Vocal
  - Visual
  - Watch the nonverbals
- Dealing with difficulties
  - Common difficulties
  - Logistical support problems
  - Environmental distractions
  - Argumentative audience members
  - Having a plan of action
  - Points for "grace under pressure"
- Handling the question-and-answer session
  - Preparing for questions
  - Taking questions
  - Answering questions