

Training Workshop Module Overview

Innesskirk's innovative "Presenting Your Case" provides an excellent overview of the best methods to clearly and consistently present and make your point. Presenting to peers, direct reports and line managers is a crucial management quality, imperative to steer a company and its people to better performance, and a common vision and mission.

"Presenting Your Case" is all about convincing and influencing others; allowing them to visualize your point of view while obtaining their support. This workshop combines both an understanding of proper structure and delivery of a formal presentation, as well as the value of ad-hoc communication and influencing initiatives. Every successful manager must possess the skills to structure, create and deliver a convincing message.

Tutorial sessions, case studies, practical exercises, presentations and syndicate work make this a proactive, hands-on course.

Workshop Objectives Delegates Will Be Able To...

- Recognize the importance of clear communication
- Structure, create and deliver a convincing presentation
- Practice both formal and ad-hoc presentations
- Employ appropriate question and answering techniques
- Use visual aids effectively as part of any presentation
- Practice reflective thinking and inspire employees
- Incorporate appropriate body language as part of the presentation
- Anticipate senior management expectations

Post Workshop IMPACT™ Program

IMPACT™ Project – Delegates are asked to prepare for this workshop well in advance. They are asked to create a work-related presentation, which will be videotaped and used as a measurable indicator of successful application and implementation of the training content.

IMPACT™ Coaching – The delegates participate in custom-designed coaching sessions to facilitate the completion of their **IMPACT™ Project**. Delegates document the project's life cycle and all related issues in the provided coaching booklet.

Workshop Agenda – DAY ONE

WELCOME

Introduction And Course Objectives

Agenda begins with the introduction of course objectives, materials, methodology and pedagogy. Instructor will include the introduction of delegates through icebreaker activity.

Setting The Base Line

Delegates provide a five minute impromptu presentation on an assigned topic. Presentations are videotaped for delegate to review later. Teams briefly evaluate each presentation.

Presentation Components And Techniques

Review of the main presentation elements such as: purpose, expected audience, room setup, desired outcomes, flow. Discussion includes presenter aspects, such as body language, tone and convincing vocabulary.

Prepared Presentations

Each participant delivers their prepared presentation, which is evaluated, based on set criteria. Presentation length per person is 20 minutes and includes the use of PowerPoint.

LUNCH

Questions And Answers

Do's and don'ts when answering questions from the audience and maintaining control and keep people interested.

The Use Of Visual Aids

Discussion of guidelines for preparing and using visual aids that add value to a presentation, including the appropriate use of PowerPoint features.

Team Presentations

Teams practice using tips and strategies for preparing a team presentation. Each team prepares and delivers an interesting 20 minute presentation, including visual aids and PowerPoint.

Preparing Yourself – Analysis And Reflection

Delegates prepare for Day Two project presentation, while maintaining focus on structure, flow and purpose, applying the tools acquired today.

CLOSING

Review the main points of interest of the day, identify possible work-projects and preview day two.



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Workshop Agenda – DAY TWO

WELCOME

Communication And Informal Influencing skills

Delegates learn to develop relationships through informal communication; get their point across in a clear, concise and positive manner; to make small talk with strangers; the importance of non-verbal communication; to influence others to see your point of view so that you sell your idea effectively!

Formal Project Presentations To Peers

Each participant will deliver a formal presentation for a maximum of 20 minutes. A major focus is the value of the presentation and evaluation of its efficacy in achieving its objectives.

Presentations are carefully evaluated using the video and material provided during day-one. Each delegate provides constructive criticism and positive feedback on one specific aspect of the presentation which alternates throughout the day's presentations. Presentations and feedback is recorded on video.

With a maximum of eight delegates, this segment of the workshop will take up the majority of the day. This hands-on practice with clear feedback given by all participants will assist delegates in fully understand all aspects of a presentation including: content, presentation flow, body-language, vocabulary and catch-phrases, tone of voice, presence and enthusiasm displayed, visual aids, as well as a questions and answers session.

LUNCH

Arguing A Case - Using Evidence To Make Your Point

This portion of the workshop teaches effective methods of arguing a case in a positive manner; understanding the value of listening and support, in the process of winning the argument based on evidence; providing positive feedback and constructive criticism as an essential skill to create productive working relationships within the organization; and earning respect and helping others to achieve their goals while you achieve yours.

CLOSING

Review the main points of interest for the course, deliver course administration such as: evaluation, action plan and deliver delegate certificates.

Do You Have Specific Requirements?

Tailoring For In-Company Delivery

Innesskirk is able to customize this workshop as a one, two or three day event. We can also adapt the content to meet your specific training objectives.

For more information about our In-Company specialized workshop services, give us a call on +971 4 304 2589 or email us on training@innesskirk.com to discuss your specific requirements further.



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