

# **Present with Precision & Authority**

## ***A Sixth Sense for Project Management® Program***

### ***An 8 PDU Interactive Workshop***

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#### **Overview**

Have you ever had a great project and all is going well, but your presentation unfortunately fell flat, leaving your audience confused, unsure or hostile? Even more stressful, have you ever had to ask for approvals or additional resources or deliver unpopular news to your Stakeholders?

In any situation, presenting your messages clearly, concisely and with authority is a key skill required for successfully navigating through your projects.

During this workshop, you will learn the verbal, non-verbal and logistical skills to deliver powerful presentations to teams, stakeholders, executives and others. You will also deliver short "practice" presentations among your peers, which will help you become a more polished, confident speaker.

#### **Objectives**

Leveraging our vast experience creating and delivering impactful presentations, we will dive deeper into tools and techniques to increase your presentation skills:

- ▽ Understanding the four-step process of developing powerful presentations
- ▽ Creating more succinct, memorable messages for your audiences
- ▽ Practicing strategies to reduce anxiety
- ▽ Leveraging visual aids effectively

#### **Benefits**

By using the take-away skills from this course, you will be able to immediately:

- ▽ Develop and confidently deliver high impact presentations
- ▽ Clearly communicate your messages to your stakeholders and team
- ▽ Apply techniques for almost any situation, not just projects
- ▽ Positively impact your project success and personal growth



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#### Program Overview

Our experienced experts will lead you through a four-step process leading to more successful presentations:

- Step 1: Preparation* Learn the most effective ways to organize content, design powerful openings and closings and create supportive visuals
- Step 2: Practice* Understand the 5 elements of vocal delivery and develop powerful verbal and nonverbal language
- Step 3: Presentation* Overcome anxiety using relaxation techniques and master audience questions
- Step 4: Playback* Understand the importance of evaluating each presentation and its positive impact on future presentations.

#### Course Details

Duration: 1 day

Credits: 8 PDUs

Method: Instructor-led training

Seminar Structure: Highly interactive hands-on workshop with lecture, videos, case-studies, and activities

Location & Tuition: Refer to [website](#) for latest calendar and pricing

#### Course Feedback

*"This was one training class we all enjoyed. The presentation material was well prepared... your presentation style was very professional and well received by all participants."*

– Charles Slabaugh, Product Line Leader BWR Products, GE Reuter-Stokes, Inc.

*"Your professionalism and expertise as a trainer and a coach was clearly demonstrated in your presentation of ideas. I would highly recommend your services to any organization."*

– Dotti Foltz, President, Sales & Marketing Executives Association of Akron

**BOSTON • CLEVELAND • VICTORIA, BC**

Headquarters • Landerwood Plaza South • 30650 Pinetree Road • Suite 1 • Cleveland, OH, USA • 44124  
HQ 216-342-4015 • Boston 617-999-7753 • CN 250-217-5362 • [www.roederconsulting.com](http://www.roederconsulting.com)