



Presentation Skills for New Leaders

Do you have staff members who have trouble speaking up during meetings? Do they find the very thought of delivering a face-to-face presentation terrifying? If so, we have the perfect course for them.

This course is designed for people who need to significantly diminish their anxiety while speaking to clients, peers, and senior leaders. Through a series of exercises, each participant will be introduced to IG's structured S.P.E.A.K. process (see below). By adopting our S.P.E.A.K. process, each participant will learn how to: 1) build self-confidence, 2) reduce anxiety, 3) effectively address audience questions, 4) sync verbal and non-verbal communication, and 5) develop clear and concise content.

Course Outline

Relaxation Techniques

In our first exercise, each participant will be introduced to IG's proven 3-Step Relaxation Process, learning how to significantly diminish their anxiety while speaking to clients, peers, and senior leaders. By using our Relaxation process, each participant will learn how not to become overwhelmed by nervousness while delivering a presentation.

S.P.E.A.K.: What It Stands For

(S)peaking

Your Senior IG Trainer will identify speech patterns that diminish your credibility with your co-workers, superiors, clients, and prospects.

(P)reparing

Each participant will be introduced to IG's "Story Board," a method for developing clear and concise content.

(E)ngaging

Each participant will acquire the skills to instill confidence and credibility in their content by using eye contact.

(A)nswering

Each participant will acquire the skills to effectively answer audience questions without appearing evasive, muddled, or hostile.

(K)eeping on track

It is commonplace for audience members to ask the speaker questions while they are delivering a presentation. Without the skills required to effectively handle audience questions during delivery, the speaker may become overwhelmed by nervousness. When that happens, they may begin to repeat themselves, lose their train of thought, or "go blank". In this exercise, each participant will acquire the skills to effectively address audience questions while delivering their presentation.