

A PROPOSAL FROM

Frankly Speaking

Class Name: "Passport to Powerful Presentations" for Company X Employees

Class Description This class is to help learners gain information and actual experience in presentations. Each member is given a blank "passport" with stations/areas to visit and learn. The morning class will focus on the explanation and tips for what makes a Powerful Presenter. The afternoon allows participants to choose which 3-4 areas they wish to focus on. They are allowed to visit different stations and will practice different components of presentations. Each person will deliver a 3-5 minute talk at the end of the class and will get written feedback from class members.

Class Objectives: After completing the class the participants will:

1. be able to describe the 4 main traits of a Powerful Presenter
2. have many tips and tricks to make presentations better and easier
3. have practiced some new presentation skills in 3-4 areas of their choice

Class time: 8 hours—1 full day

Class composition: Mixed levels, 14 participants maximum

Class location: On site/learning center

Prework: Participants will be asked to complete and return a needs assessment to better tailor the class to their needs.

Class materials: Prework welcome note, stapled handout/workbook, Passport and stickers

Costs: \$400 per day, plus \$60 materials fee

Equipment needed: Laptop with Powerpoint, 2 chart pad holders and one blank pad, tape recorder, TV and VCR

Rooms setup: Morning setup is U shape or lecture style with room for participants to write. Afternoon setup changes to stations. Would also like 2-3 other small nearby conference rooms or places in cafeteria for small groups to work at. Details need to be worked out.

Breaks: Two 10 minute breaks in morning and two in afternoon

Class Outline:

Opening

- ✓ Open with REALLY BAD example of a powerful presentation
- ✓ Warm-up exercise: Introduce yourself give examples of things you have liked/dislike in presentations you've seen, and 1 goal for the day
- ✓ Review results from needs assessment, review agenda, objectives and rules and modify if necessary

Morning

- ✓ 4 Elements of a Powerful Presenter
- ✓ Small group exercise: develop ideas and examples of the 4 areas
- ✓ Systemically go through each area and gives examples and tips

Afternoon

- ✓ Participants are allowed to select 3 or 4 stations/locations to "visit". They will pick up skills or practice in each area. They will help each other and provide feedback via evaluation forms. After completing each area they get stickers on their "passport"
- ✓ Stations*: Powerpoint City, Flipchart Island, T.V. Township, Voice Valley, Presentation Station, Question Quarry, Relaxation Reserve, Overhead Mountain, Reference Town (can easily be modified/additions/deletions to fit class needs). Each station is structured with tip sheets and a specific exercise to do in order to "get a sticker"
- ✓ Review learnings: each participant will share something new they learned in the stations
- ✓ Presentations: Each group of 2 people will create a short presentation on a short, fun (easy) topic they will share with the class, using their new insights

*Please note that stations and exercises can be customized for specific business needs (like adding "Meeting House" if you need more effective meetings)

Examples of workbook/station information:

- | | |
|--|---|
| Tips for Audiovisual Aids | Tips for Organizing Your Presentation |
| Tips for Using Colors in Presentations | Tips for Opening a Presentation |
| Tips for Creating Flip Charts | Tips for Managing Your Body Language and Movement |
| Tips for Transparencies and Acetates | Tips for Managing Gestures and Hands |
| Tips for Using Handouts | Tips for Climate Setting |
| Tips for Using a Variety of Media in Presentations | Tips for Seeking Out & Answering Questions |
| Tips for Using Stories, Examples and Analogies | Tips for Managing Your Voice |
| Tips for How To Tell a Story | Tips for Establishing Your Credibility |
| Tips for Controlling Anxiety | Words to Use, Words to Avoid |
| Tips for Use of Humor and Fun | |

About the instructor:

Gail Frank, owner of Frankly Speaking, brings a wealth of information and credentials to a corporate presentation workshop

- ✓ A Harvard graduate with a B.A. in Economics
- ✓ Procter & Gamble experience in Marketing/Brand Management and Operations/Purchasing
- ✓ BIC Corporation experience in Marketing and Sales
- ✓ M.A. in Adult Education/Corporate Training from the University of South Florida
- ✓ DDI (Development Dimensions International) Certified Trainer
- ✓ Field trainer for top outplacement company Drake Beam Morin, Inc. Currently conducting 1, 2 and 3-day seminars for individuals who have been downsized. Topics include how to write a resume, conduct a self-assessment, find a job, interview effectively and negotiate successfully

- ✓ Selected to attend Career Fairs for the Tampa Tribune and St. Petersburg Times to counsel individuals on how to improve their resumes

- ✓ Member of:
 - Professional Association of Resume Writers (PARW)
 - National Resume Writers Association (NRWA)
 - American Society of Training and Development (ASTD)
 - Society for Human Resource Management (SHRM)

- ✓ Nationally Certified Resume Writer (NCRW) after taking a rigorous series of tests through the National Resume Writers Association