

Presenting with Impact

Program Outline



Presenting with Impact

The ability to convey information in a manner that may be persuasive, engaging, informative, enlightening, or instructive (depending on the situation) to an audience at work about a task, activity, or topic is called “Presenting with Impact.”

This ability is not inherited but can be learned. Every great presenter started from inexperience and, through practice and consistent effort, transformed into a great speaker who can capture the audience.

In this session, participants will identify and explain the qualities that make someone a great presenter. They will then derive the most common causes for ‘not-so-good’ presentations at work and learn the key ingredients that will enable them to deliver presentations with impact.

Objectives

The program is designed to help learners:

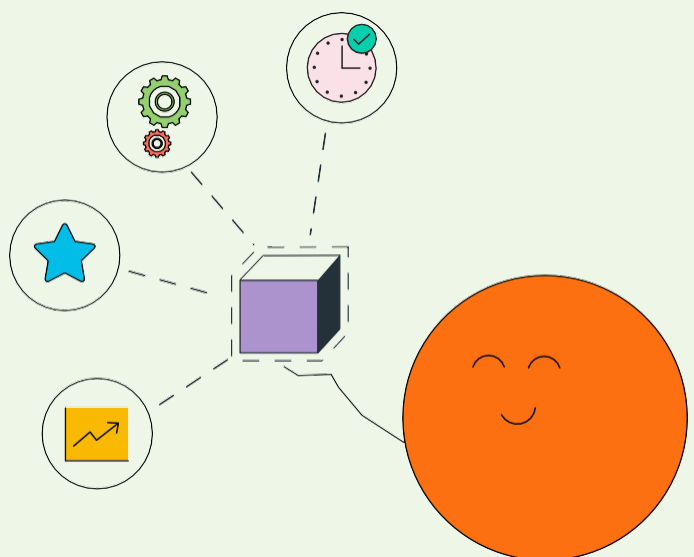
- ▶ Recognize the qualities of good presenters
- ▶ List the common mistakes made while presenting
- ▶ Make presentations with more confidence

Course Modules

Module 1: Top Chef

Module 2: Unpalatable Presentations

Module 3: The Recipe for Success



Program Agenda

The following agenda can be used to run the workshop in 90-120 minutes. The duration of each section is only an estimate and can be adjusted based on your requirement.

Topic	Approx. Time	Training Aids
Introduction <ul style="list-style-type: none">• Introduction of the facilitator• State program outline/objectives• Map participant expectation	10 Minutes	Presentation slides
Module 1: Top Chef <ul style="list-style-type: none">• Reflection Activity: Role Models• Why do presentations succeed?	20 Minutes	Presentation slides, Whiteboard, Video, Discussion, Workbook
Module 2: Unpalatable Presentations <ul style="list-style-type: none">• Group Activity: None the wiser!• Undercooked	25 Minutes	Presentation slides, Whiteboard, Video, Discussion, Workbook, Breakout room (for VILT)
Module 3: The Recipe for Success <ul style="list-style-type: none">• Ingredients: Subject Mastery, Audience Prep, Presentation Style, Handling Interruptions• Spice it up	30 Minutes	Presentation slides, Workbook
Wrap up and close <ul style="list-style-type: none">• Summary of the session• Participant reflection• Q&A to reinforce the learning of the program and to guide on the application of the same	10 Minutes	Q&A / Link to the feedback form