

Storytelling – Presentation Skills

Title	Duration (minutes)	Author	Course Description
<ul style="list-style-type: none"> Presentation Skills Basics: Know Your Audience 	6	HSI-ej4	When you're tasked with delivering a presentation, the first thing you need to understand is your audience. Not every presentation is suitable to every audience. You may in fact have to have different versions of the same presentation, based on the audience you're talking to at a given event. So how do you get to know your audience? And once you do, how does that affect your basic outline for your presentation? In this program, we'll talk about getting to know your audience, so you can craft a presentation specific to them.
<ul style="list-style-type: none"> Presentation Skills Basics: Structuring Your Presentation 	6	HSI-ej4	Whenever you're putting together a presentation, you want to organize your information carefully and come up with a structure for your presentation. This is sometimes referred to as the backbone of your presentation. There are all kinds of backbones that we can use, depending on what's most logical and effective for that content. In this program, we'll go over the different types of backbones and discuss some common mistakes people make when structuring presentations.
<ul style="list-style-type: none"> Presentation Skills Basics: Setting up Your Presentation 	9	HSI-ej4	A well-organized, prepared presentation is the best way to ensure the audience remains engaged and your message gets across. In this program, we'll talk about some key strategies and tips to setting up your successful presentation. We'll go over getting the room ready, including lighting, seating, and temperature. We'll also discuss audio-visual components and talk about getting yourself presentation-ready.
<ul style="list-style-type: none"> Presentation Skills Basics: Setting the Stage 	8	HSI-ej4	Whether you're setting the stage for your entire presentation or simply one specific point, there are several tactics you can use to better prepare your audience for what they're about to hear. In this program, we'll go over these strategies, covering various types of openings and different ways to keep your audience engaged.
<ul style="list-style-type: none"> Presentation Skills Basics: Punching up Your Presentation 	5	HSI-ej4	Unfortunately, not every topic is going to be an exciting one to present. How do you keep people engaged when you're talking about big data, budget forecasting, or employee benefits? That's what this course is all about. We'll go over things you can do to punch up your presentation. We'll discuss breaking up the content to maintain interest. We'll also talk about how to incorporate visuals and humor into your presentation.

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<ul style="list-style-type: none"> Presentation Skills Basics: Creating Slides 	7	HSI-ej4	Most often, when you're giving a presentation, whether it's in person or in a webinar, it's likely going to include PowerPoint slides. Let's be honest. A bad set of slides can turn the audience off and can distract from your content. A lot can be said about how to create effective slides. In this course, we'll focus on the most important aspects of creating great slides for your presentation.
<ul style="list-style-type: none"> Presentation Skills Basics: Designing Handouts 	4	HSI-ej4	You just gave an amazing presentation! Everyone was engaged. The content was relevant, succinct, and creative. By tomorrow, 90% of the information you shared will be forgotten. Unless you can find a way to reinforce what you covered, or provide a post-learning refresh, the attendees will not remember the content. In this program, we'll talk about what these learning reinforcements should look like, why and how they're helpful, and how much time you need to invest in creating them.
<ul style="list-style-type: none"> Presentation Skills Basics: Handling Distractions 	3	HSI-ej4	Distractions happen. Maybe it's someone walking in mid-meeting. Or you experience a technology glitch over the webinar. And every time there's a distraction, the audience will turn and see what it is. Or sometimes they take that opportunity to check their phone or email, or otherwise check out mentally. Let's talk about what we can do to deal with distractions, bringing the audience's attention back to us and what we're speaking on.
<ul style="list-style-type: none"> Presentation Skills Basics: Psyching Up, Not Out 	3	HSI-ej4	In this program, we'll talk about psyching yourself UP, not out. We'll cover dealing with nerves. We'll go over being over-prepared for your presentation. We'll discuss practicing and building confidence. We'll also go over some breathing techniques to help calm your mind and body. Controlling your emotions and allowing yourself to get into the zone will make for an effective and powerful presentation.
<ul style="list-style-type: none"> Presentation Skills Basics: Closing and Q&A 	3	HSI-ej4	You've completed your presentation, hitting every point, working through any technical snafus, and keeping your audience engaged. Now it's time to bring it all home. You need a great closing to leave your audience with a good lasting impression. You might even consider including a Q&A as part of your closing. In this course, we'll go over how to wrap up your presentation and run a successful question and answer session. We'll discuss the different ways to close, and go over some tips and common missteps when it comes to Q&A.
<ul style="list-style-type: none"> Presentation Skills Basics: After the Presentation 	2	HSI-ej4	In this program, we'll discuss what needs to happen once you're done speaking. We'll go over addressing the audience and answering any questions. We'll also talk about cleaning the space and leaving it the way that you found it. Lastly, we'll talk about notes you should take following your presentation.
<ul style="list-style-type: none"> 10. Telling the Story: Presentation 	6	HSI-ej4	Presenting a new idea to others can be a terrifying proposition. Let the course guide you through the basics, calming your nerves and preparing you to lead a successful business case proposal meeting.