

Course Outline | 10-Minute Presentations

1 day(s)

Presentations, whether in person or via video interface, remain a primary means of building business relationships and partnerships that will sustain and grow your company. In the filled calendars of busy customers and investors, time is literally money. In 10-Minute Presentations, you will learn how to craft and polish an engaging, professional presentation that shares your message and call to action swiftly and clearly. This will maximize your impact, conversions and productivity.

This one-day workshop will help you teach participants how to:

- Know and use essentials of a good presentation
- Choose platforms that enhance your message and reach
- Set goals and timelines for your presentation
- Create engaging narrative from outline through final draft
- Edit and polish your presentation
- Offer and receive peer review
- Develop best practices for future presentations

Course Outline

Presentation Wish List

- Presentations and Relationships
- What a Presenter Wants
- Reflect: Presenter
- What an Audience Wants
- Reflect: Audience
- The Common Ground
- Pitch Ideas, Get Feedback

Choosing the Platform

- Real or Virtual?
- Tools of the Trade
- Your Personal Toolbox
- Using Your Voice

Outlines and Touchstones

- Mapping your Presentation
- Setting Goals
- Meeting Goals
- Outlining your Presentation
- Presentation Outline

Drafting Your Presentation

- Slides and Visuals
- From Outline to Narrative
- Creating Visuals
- Plan Your Visuals

Polishing Your Presentation

- Presentation Draft
- Peer Review
- Peer Checklist
- Peer Review checklist
- Preparing to Present

Plan for Success

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- Presentation Autopsy
- Lessons Learned
- Action Plan
- Personal Action Plan