

Presentation Training



Strategic Consulting Japan G.K.
Level 18 Yebisu Garden Place Tower
4-20-3 Ebisu, Shibuya-ku
Tokyo 150-6018
www.consulting-japan.com

Presentation Skills Training Outline

- ❖ How to prepare an engaging presentation
- ❖ Know your audience
- ❖ How to structure a presentation
- ❖ Key factors of excellent presentation delivery
- ❖ Understanding the visual aspects of presentation delivery
- ❖ Room dynamics and positioning
- ❖ PowerPoint – do's and don'ts
- ❖ Body language and its importance in presenting an effective message
- ❖ An introduction to NLP and it's importance with presentation success
- ❖ Importance of body language, gestures, props, eye contact, fidgeting...etc.
- ❖ Utilizing Zoom and other virtual presentation platforms
- ❖ Video conference presentation skills
- ❖ How to stay engaged virtually
- ❖ Tips, tricks and etiquette
- ❖ How to engage your audience through your voice, speaking with confidence, understanding cultural nuances, understanding the audience...etc.
- ❖ “Your voice, your instrument”, fine tuning and projecting your voice thru pitch, cadence, volume & pausing
- ❖ Overcoming stage fright
- ❖ Strong introductions including what is known as “The Hook”, to engage immediately
- ❖ How to pitch a brilliant idea, win trust, and get the buy in (winning grant money is not just about great science, it's about quickly expressing your idea in a compelling way)
- ❖ Expressing a compelling idea with the correct vocabulary and phrasing, and how to deliver/captivate
- ❖ The correct vocabulary selection is crucial when engaging
- ❖ How to execute an engaging presentation, be memorable, not boring
- ❖ English transitions including “sign posting” and powerful closing techniques
- ❖ Action statements, use of rhetoric, questions and storytelling
- ❖ Dealing with difficult questions, as well as the use of open and closed ended questions
- ❖ How to deliver confidently in a second language
- ❖ How to effectively communicate through presentations in a highly pressured situations, including non-engaged or with hostile audiences
- ❖ How to effectively present with confidence to both internal and external audiences
- ❖ How to present to non-Japanese clients/professionals; the key cultural differences that may present themselves

Note: Each class, members will be engaged in a presenting activity to reinforce the skills taught with constructive feedback.