

AAIM Course Description



Presentation Skills

Basic Presentation Skills is an interactive course designed to help professionals get comfortable speaking in front of a group of people. This course provides an encouraging environment where you can get your feet wet in the art of speaking in front of today's audiences.

The course includes videotape coaching and on-the-spot review. (Only you will see your taped presentation.)

At the end of this course you will be able to:

- Control stage fright and use your nervous energy to your advantage
- Use a simple five-step method for crafting any speech
- Overcome the obstacles that trip up most speakers
- Make the most of your natural speaking style
- Speak in such a way that your audience will know what you want them to do

Topics that will be covered:

- Overcoming Nervousness
- Establishing Credibility
- Analyzing Audiences
- Designing Presentations that Get Results
- Practicing Physical Delivery Skills in Everyday Life

Prerequisites: Individuals who have little or no experience speaking to groups or who want to become more polished in making presentations.

Advanced Preparation: There is no advanced preparation for this course.

Competencies: Public Speaking

Delivery Method: Group-Live | **Course Level:** Basic | **Duration:** Half-day

Continuing Education/Recertification Credits: CPE Credits, HRCI Recertification Credits and SHRM Professional Development Credits may be available for this course.