

Public speaking and business presentations + PowerPoint

#1 How to turn stress and stage fright into energy and confidence during public speaking?

Is stress your greatest ally? YES, if you know how to use it for speeches and presentations:

- Techniques for reducing stress and turning it into resources from:
 - reptilian brain - governing automatic reactions: techniques based on the latest discoveries of neuropsychology as well as the oldest spiritual practices and war rituals: work with body energy, breathing, autonomic nervous system, secretion of hormones and neurotransmitters.
 - and the mammalian brain - governing conscious reactions: techniques based on the latest discoveries in sports psychology and success psychology
- Stage techniques for releasing stress energy into dynamic expression of body and sound.

- A technique based on the discoveries of positive and behavioral psychology - activating your new, fulfilled stage identity: self-confident, brave, dynamic, inspiring - building your authority in the eyes of the audience!

Say goodbye to: trembling voice and hands, flushing and moments of "empty mind" and get ready for a new chapter - satisfying public speaking!

Your presentations on camera

All presentations and speeches of the participants are recorded on camera (approximately 5-6 speeches), along with feedback on areas for development and strengths provided by the trainer and selected Participants. The participant receives his recordings to be able to further improve his skills after the training.

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#2 Body language during public speaking - your true, energetic, confident, natural and composed

- **Sight and eye contact** - you will get several techniques that will help your eyes know what to do;) during the following public speeches:
 - at conferences and events when the audience is tens/hundreds of people
 - at intimate performances for several people
 - during interviews/participation in TV programs
 - when conducting meetings/presentations via videoconferencing or a mixed system - some people are in the room, some are connected via videoconference
- **Body language** - we will teach you **to feel like a fish in your body during public speaking!** We will match the following that best suit you and support your authority:
 - facial expressions (your best facial expressions),
 - posture (including leg positions, hip position),
 - static gestures (including boats, turrets, macho, etc.),
- gesturing (which adds dynamics to your speech),
- gesturing with a microphone, presenter
- gesturing with a pad/board.
- **Moving in front of the audience during a speech** - you will gain knowledge and practice:
 - proxemics - what distances to keep from the audience, how and where to walk on the stage during a speech,
 - where and how to sit (without any obstacles, at the table, on the sofa/armchair - especially while watching TV)
 - how to use the tools - a projector, a lectern, a flipchart.
 - Elements of **savoir-vivre in presentation** - what should and should not be done.



Do you have any questions?

Please contact me

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#3 Your Voice - strong, colorful and dynamic during a public speaking!

- **Your voice** will gain strength and color thanks to simple exercises to work on voice emission:
 - diction,
 - pauses,
 - breathing,
 - and modulation with the following elements:
 - volume,
 - speed,
 - intonation,
 - timbre.

#4 How to interest the audience during a speech and presentation?

From your first words, even before you say anything, the audience watches you perform with a sparkle in their eyes and listens with full attention to what you say.

Get ready for this - it's very pleasant, appreciative to see such an interested audience.

It's addictive - you really want to give more and more presentations and perform in public :)!

Techniques for building interest, tension, dialogue and amusement:

- **Rhetorical devices** - I'll tell you about them in a moment, psst ... Read more.
- **Sinusoid™ structure** - keep the audience in suspense throughout the entire speech!

We optimize your speeches

We will tailor your entire workshop related to the body, techniques and external tools when:

- **Your speech concerns:** numbers (and you love Excel ;)), products, risks and problems, recommendations and ideas, new information, development of recipients' competences.
- **will present in front of:** the management board, managers, members of the project team or colleagues, participants of conferences, lectures, seminars, in front of a client in a small group, in front of a camera.
- You will receive an individual development plan:
 - strengthen,
 - what to avoid,
 - what to work on first.

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- **Shark™ structure** - you will make the recipients want to swallow your every word and ask for more!
- **Gadgets** - you will disturb everyone from their thought patterns and become memorable!
- Supporting tools - **slides, flipchart** - they are also powerful tools for intrigue!

The rhetorical devices that we all use unconsciously and consciously apply are powerful catalysts for attention:

- procrastination,
- antithesis,
- pauses,
- repeat,
- metaphor,
- anecdote,
- questions and rhetorical questions.

#5 How to convince people about your ideas and recommendations in a public speech

What determines the effectiveness of your message - the psychology of persuasion in public speaking. **Persuasive structures and scripts of public speeches used by the best speakers** (including Steve Jobs , Anthony Robbins , Brian Tracy, Barack Obama) Designing the content structure - what to do to make the message maintaining focus, understandable and effective:

- **Persuasion Structure™** – how to arouse and maintain the dynamics of a public speaking and convince the recipient to the desired thoughts and decisions.
- **The Shark Model™** – how to win over the recipient and **leave our public speech in their mind for a long time.**

Structure patterns, functions and proportions of content: introduction, development and conclusion of the presentation . Time management - time proportions for speech and presentation elements.

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#6 How to dynamically conduct online and hybrid presentations?

- Body language during online presentations
- How to keep the attention of participants in an online presentation?
- Effective techniques for stimulating interest and maintaining attention during online presentations
- How to speak with passion and energy and ensure an emotional message?
- Completing an online presentation – or how to ensure effectiveness

#7 We optimize your public speaking during training

- We will tailor your entire workshop related to body, voice, movement and exuding self-confidence when:

- **Your public speaking concerns:**

- risks and problems,
- recommendations and ideas,
- products,
- numbers (and you love Excel ;)),
- new information,
- development of recipients' competences.

- **You will be presenting before:**

- management board, managers,
- project team members or collaborators,
- participants of conferences, lectures, seminars,
- in front of the client in an intimate group,
- camera.
- Individual development plan recorded for you by the trainer:
 - What to strengthen
 - What to avoid
 - What to work on first.

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#8 How to achieve what you want to achieve with a PowerPoint® presentation...

- Criteria for the effectiveness of presentations and speeches
- The presenter's goals and the listeners' needs
- The purpose of the presentation and the meaning of the slides
- Slidedoc presentation - tricks of Nancy Duarte

#9 How to make a PowerPoint® presentation interesting

- Form and content – the golden moderation
- Using the language of benefits in the context of the purpose of the presentation
- Leaving the stereotypical nature of slides
- Proportions of the content of structure elements
- How to build a slide from the substantive and graphical point of view (ZEN of Garr's presentation Reynolds)

#10 Presentation format in PowerPoint®

- Fonts:
 - Size
 - Color
 - Type
- Slide structure
 - Number of elements per slide and for the entire presentation
 - Placement on slide (text + image)
 - Number of slides
 - Words and images keys

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#11 Insert and manage slide content in PowerPoint® #12 PowerPoint® slide show

- Insert and edit pictures, clipart , shapes and SmartArt
- Inserting and editing tables
- Inserting and editing charts
- Inserting and editing video and audio
- Graphic effects
- Triggers (e.g. a video that starts after a specific time or click)
- Layers – how to deal with graphics consisting of several elements
- Creating background styles and graphics – corporate template
- Transitions and animations
 - Entries, highlights and exits
 - Timing and triggers
- A show with the presenter's view, i.e. a presentation without switching or technical breaks
- Using PP notes – PP prompter
- Custom show – one presentation for several audience groups

How we take care of your needs :



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#13 Work automation and extra possibilities in PowerPoint®

- Quickly prepare presentations by defining patterns and layouts:
 - Slides
 - Information materials
 - Notes
- Automatic generation of advanced PP training materials thanks to the use of note templates
- Using footers, headers, page numbers, date and time
- Use slide layouts based on content (e.g. title slide, expansion slide, end slide, transition slide)