

PRESENTATION ADVANTAGE®

Communication Advantage Series

TWO-DAY OUTLINE

TIME	MODULE	PARTICIPANTS WILL BE ABLE TO:
DAY ONE		
8:30 a.m.–9:45 a.m.	FOUNDATION VIDEOTAPE 1	<ul style="list-style-type: none"> Understand the paradigm of “Connect.” See that paradigm plus process equals presentation success. “Connect” with in-person and virtual audiences successfully. Review first videotaped presentation: “Introductions.”
9:45 a.m.–Noon	DEVELOP A POWERFUL MESSAGE	<ul style="list-style-type: none"> Identify the clear purpose to be achieved with their message. Develop key points to support the purpose. Create a memorable introduction and conclusion.
Noon–1:00 p.m.	LUNCH	
1:00 p.m.–2:00 p.m.	DESIGN IMPACTFUL VISUALS	<ul style="list-style-type: none"> Use visuals to increase attention to and retention of the message. Design effective presenter notes and prompts.
2:00 p.m.–3:30 p.m.	DELIVER WITH EXCELLENCE	<ul style="list-style-type: none"> Master the components of the “first and ongoing impression.”
3:30 p.m.–5:00 p.m.	VIDEOTAPE 2	<ul style="list-style-type: none"> Review second videotaped presentation of their own developed message and delivery skills.
DAY TWO		
8:30 a.m.–10:45 a.m.	DELIVER WITH EXCELLENCE (continued)	<ul style="list-style-type: none"> Deliver visuals effectively. Manage good and bad stress. Handle questions and group dynamics.
10:45 a.m.–11:30 a.m.	PRACTICE FOR VIDEOTAPE 3	<ul style="list-style-type: none"> Be prepared for final videotaped presentation of their own developed presentation and delivery skills.
11:30 a.m.–Noon	VIDEOTAPE 3	<ul style="list-style-type: none"> Review third videotaped presentation and compare improvements over three videotaped presentations.
Noon–1:00 p.m.	LUNCH	
1:00 p.m.–4:45 p.m.	VIDEOTAPE 3	<ul style="list-style-type: none"> Review third videotaped presentation and compare improvements over three videotaped presentations.
4:45 p.m.–5:00 p.m.	QUICKSTART PLAN AND CLOSING	<ul style="list-style-type: none"> Take the pre- and post-Benchmark. Practice with an Accountability Partner. Report success after five weeks.