

# PRESENTATION ADVANTAGE®

One-Day Essentials

Communication Advantage Series

# ONE-DAY ESSENTIALS OUTLINE

TIME	MODULE	PARTICIPANTS WILL BE ABLE TO:
8:30 a.m.-9:15 a.m.	<b>FOUNDATION</b>	<ul style="list-style-type: none"> <li>• Understand the paradigm of “Connect.”</li> <li>• See that paradigm plus process equals presentation success.</li> <li>• “Connect” with in-person and virtual audiences successfully.</li> </ul>
9:15 a.m.-Noon	<b>DEVELOP A POWERFUL MESSAGE</b>	<ul style="list-style-type: none"> <li>• Identify the clear purpose to be achieved with their message.</li> <li>• Develop key points to support the purpose.</li> <li>• Create a memorable introduction and conclusion.</li> </ul>
Noon-1:00 p.m.	<b>LUNCH</b>	
1:00 p.m.-1:45 p.m.	<b>DESIGN IMPACTFUL VISUALS</b>	<ul style="list-style-type: none"> <li>• Use visuals to increase attention to and retention of the message.</li> <li>• Design effective presenter prompts and notes.</li> </ul>
1:45 p.m.-4:45 p.m.	<b>DELIVER WITH EXCELLENCE</b>	<ul style="list-style-type: none"> <li>• Master the components of the “first and ongoing impression.”</li> <li>• Deliver visuals effectively.</li> <li>• Manage good and bad stress.</li> <li>• Handle questions and group dynamics.</li> </ul>
4:45 p.m.-5:00 p.m.	<b>QUICKSTART PLAN AND CLOSING</b>	<ul style="list-style-type: none"> <li>• Take the pre- and post-Benchmark.</li> <li>• Practice with an Accountability Partner.</li> <li>• Report success after five weeks.</li> </ul>