

**DEVELOPING " HIGH STAKES " PRESENTATION SKILLS**

**DISTANCE LEARNING PROGRAM**

## WHO IS THIS TRAINING FOR :

### Participants :

Team members who need to present and sell a project, within a high-stake professional context.

Limited to a maximum of 8 participants

### Prerequisite:

No specific prerequisite for this training session.

### Accessibility :

- Terms of access and time limit : Remote Learning using the "Zoom" videoconferencing tool. This training program must be confirmed at the latest 2 weeks in advance in order to secure the availability of the trainer.
- Possible adaptation according to the type of disability (alert us at least 15 days before the start of the training).

## OBJECTIVES:

- Use verbal and non-verbal language elements to make your presentation more impactful
- Dealing with stress and stage-fright
- Structure your thinking in order to make your speech synthetic and fluid
- Design and choose suitable supports to reinforce the message
- Making suggestions and recommendations
- Getting the leadership back
- Dealing with difficult questions
- Debating vs convincing

## TRAINING METHOD:

The Training Course will be performed in English.

APTIMENS training method is based on “Active Learning from Mistakes” combined with “Constructive Coaching”.

Relying on concrete situations (role-playing and case studies adapted to the participants' professional know-how) our leaders focus on using the experience and skills within the group.

The trainees benefit from the use of video training allowing self-evaluation. Guided and supported by the leader, they set their own goals linked to theoretical requirements.

Use of "Zoom" (subgroup management...) + Klaxoon for remote interactivity.

- Theory : interactive multimedia presentations
- Individual training and sub-group workshops and activities.
- Group and subgroup work

*Handouts including the slides and the theoretical material are given to each trainee at the end of the session.*

## **ORGANISATION:**

**Duration:** 4 X 3h30 in virtual classroom (**14h00**)

**Number of participants :** 8 people maximum

**Date:** To be defined

**Timetable:** 9 am to 12.30 pm or 1.30pm to 5 pm

**Trainer:** Madeleine ROYÈRE-KOONINGS - Certified Trainer & Coach with more than 10 years of experience. She was also a computer science teacher at a major international school in the Netherlands and has been a Corporate trainer and coach since 2014.

### **Contact Aptimens:**

Gilles PERRUSSEL    Tel : 06 75 05 68 45    e-mail : [gilles.perrussel@aptimens.com](mailto:gilles.perrussel@aptimens.com)

### **Educational activities to be carried out in between sessions and Duration:**

Access to the Klaxoon network for reading articles synthesizing the virtual classroom + Exercises and quizzes. Time devoted in between sessions should be about 20 minutes. Please schedule 1 hour subgroup work between the 3rd and the 4th virtual classroom (Preparing a presentation).

### **Technical and educational assistance:**

Madeleine ROYÈRE-KOONINGS    Tel 06 34 06 48 81  
e-mail: [madeleineroyere-ext@aptimens.com](mailto:madeleineroyere-ext@aptimens.com)

### **Final assessment:**

Certificate of completion of training

## **TRAINING EVALUATION:**

Control of acquired knowledge is carried out throughout the training period and at the end. A Klaxoon adventure is carried out at the end of the training for the assessment of prior learning.

At the end of the training, a satisfaction questionnaire is made available to trainees to assess the immediate benefits of the training and the trainer's performance.

The training organisation shall report to the sponsor on the progress of the training.

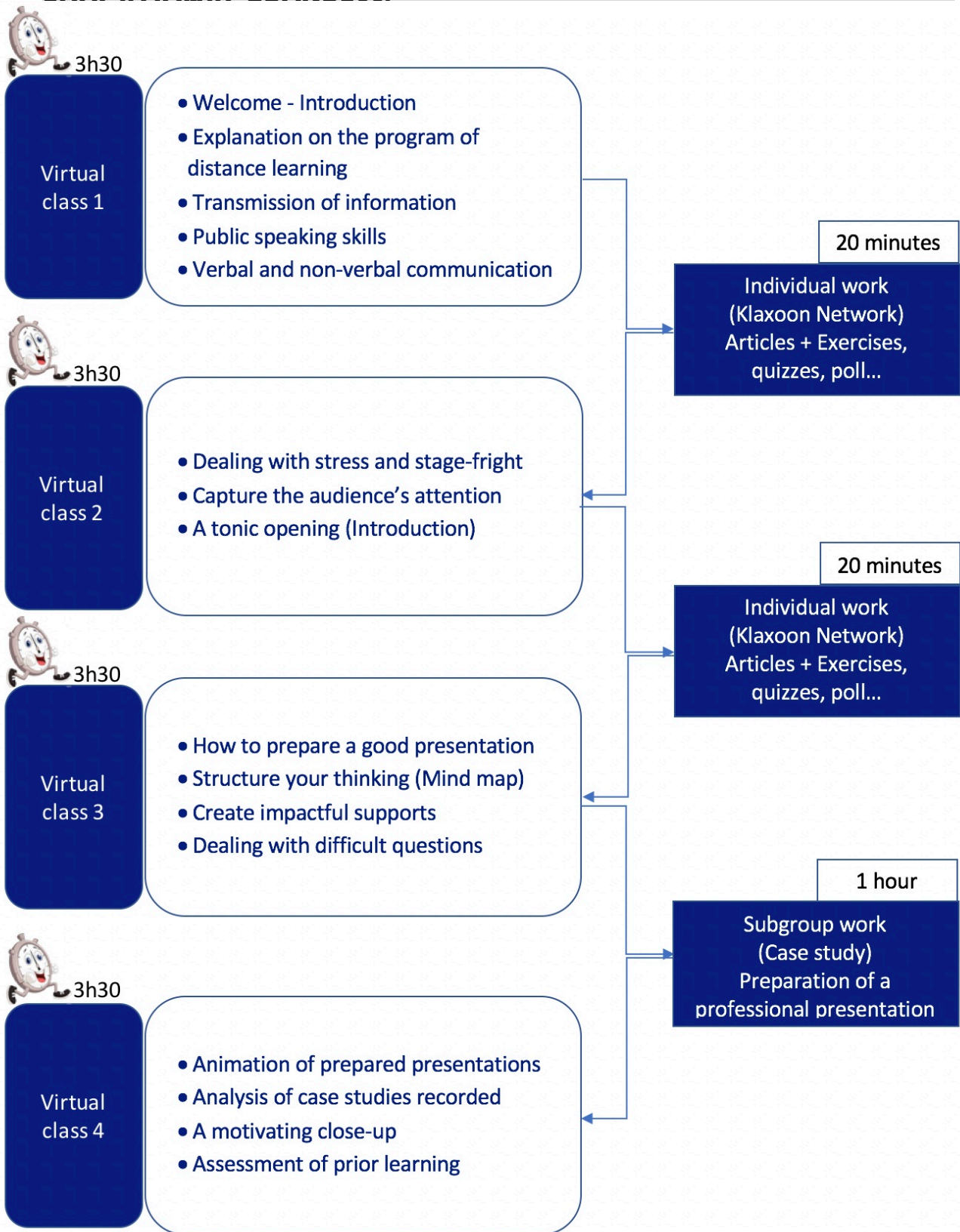
A survey is carried out annually to assess the long-term benefits of training.

## **PRICE OF THE TRAINING:**

**From 3 000 euros to 3 800 euros plus VTA the session (14h00)**

The final price is based on the adaptation work carried out from this program to meet your specific needs. A quote will then be provided to you.

**EDUCATIONAL PROGRESS:**




**WELCOME-INTRODUCTION**

Participants' expectations  
Explanations on the program of the distance learning

**TRANSMISSION OF INFORMATION**

**Objective:** identify losses and distortions of a message during its transmission

Coordinator's contribution:  
 Information Loss  
**The Chinese whisper game: video recording**  
Analysis of the videotaped exercise

**PRACTICE: IMPROVISATION**


**Objective:** highlight positive and negative elements linked to verbal and non-verbal communication skills, before the actual training

**Improvisation exercises**  
Individual videotaped exercises

..... *VIRTUAL COFFEE BREAK*.....

**PUBLIC SPEAKING SKILLS**

**Objective:** to define the elements of verbal and non-verbal communication


Coordinator's contribution:  
 Impact of verbal and non-verbal expression on the message transmitted  
  
Analysis of the videotaped exercises  
Coordinator's summary and contribution

**END OF THE VIRTUAL CLASS I**

**INTERSESSION INDIVIDUAL WORK - KLAXOON (Articles, Exercises, quizzes...)**



**DEALING WITH STRESS AND STAGE-FRIGHT**

**Objective:** to use stage fright and stress as a strength for impactful speaking

- Coordinator's contribution:
-  How to deal with stage fright and stress

**PRESENTATION SKILLS (Capture the audience's attention)**

**Objective:** to define the key elements of a successful high stakes presentation

- Coordinator's summary and contribution:
-  AIDA Pattern
-  Participants' attention span

.....*VIRTUAL COFFEE BREAK*.....

**THE OPENING - PRACTICE**

**Objective:** to open a presentation in a clear, practical and motivating way for the audience

- Short videotaped openings**
- Analysis of the videotaped exercises
- Coordinator's summary and contribution



**END OF VIRTUAL CLASS 2**

**INTERSESSION INDIVIDUAL WORK - KLAXOON (Articles, Exercices, quizzes...)**

## **HOW TO PREPARE A GOOD PRESENTATION**

**Objectives:** to identify the right questions to ask yourself, in order to build your presentation. To use a mind map to structure your thinking



Coordinator's contribution:

-  Preparation
-  Mind mapping

## **VISUAL AIDS**

**Objective:** to insist on the importance of visual aids: Keep It Short and Simple

Coordinator's summary and contribution:




-  "KISS" model
-  Summaries

.....*VIRTUAL COFFEE BREAK*.....

## **DEALING WITH DIFFICULT QUESTIONS**

**Objective:** to be able to understand, reformulate and answer (or not) difficult questions , to recognize different types of "tricky" behaviour in order to deal with it

Coordinator's summary and contribution:



-  Lowering the pressure
-  Re-formulate
-  Debating vs Convincing

## **CASE STUDIES -PREPARATION**

**Objective:** to explain actions to be done between virtual class 3 and 4

### ***Subgroup workshops (3 teams)***

Preparation of a professional presentation

-  Contents
-  Role definition





## **END OF VIRTUAL CLASS 3**

### ***SUBGROUP WORK - PREPARATION OF A PROFESSIONAL PRESENTATION***

**CASE STUDIES – RECORDINGS**

**Objective:** to use the techniques in concrete situations such as presenting to a steering committee or health authorities

***Videotaped presentations (3 sessions)***

-  Introduction
-  Development
-  Questions-Answers
-  Conclusion

**CASE STUDIES – ANALYSIS**

**Objective:** to analyse and comment videotaped presentations in relation to previous theoretical contents

- Analysis of the videotaped exercises
- Coordinator’s summary and contribution

.....*VIRTUAL COFFEE BREAK*.....

**PRESENTATION CLOSE-UP**

**Objectives:** to conclude a presentation in a motivating way,  
to check the agreement (or not) in order to ensure an efficient follow-up

- Group discussion
- Coordinator’s summary and contribution:

**LEARNING ASSESSMENT**

***Klaxoon Adventure***

**SUMMARY – CONCLUSION - EVALUATION**

**END OF THE TRAINING COURSE**