

DEVELOPING " HIGH STAKES " PRESENTATION SKILLS

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 : Registration for training according to the beneficiary company's process. 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: 2 days (14h00)

Number of participants : 10 people maximum

Date: To be defined

Timetable: 9 am to 1.00 pm / 2.00 pm 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

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

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.

The price includes: the preparation of the training, the animation and the documentation given to the trainees.

EDUCATIONAL PROGRESS:


DAY I

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

..... 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

1.00 pm.....LUNCH BREAK



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

..... *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

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

.....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

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

..... *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