

Program Name	Presentation Skills
Level	I
Pre-Requisite(s)	N/A
Recommended WEI Programs To Have Completed Prior to Starting this Program	N/A
Total Hours	40
Standard Topics	Minimum 32 hours
Interchangeable Topics	Maximum 8 hours
Description	This interactive program has been developed for anyone who would like to have more confidence and skill when speaking on behalf of their business. The program focuses on helping you develop an understanding of the fundamentals of public speaking and builds on this with a variety of activities such as voice projection exercises, impromptus, and presenting multiple forms of speeches. Using facilitator and peer feedback as well as video replay, you will learn to develop your public speaking skills by working on areas requiring strengthening one at a time.

Learning Outcomes (based on standardized content):

- Identify the core audience
- Determine subject matter expertise
- Create presentation goals
- Map the presentation path
- Define critical elements of presentations
- Identify strategies for developing presence
- Demonstrate strategies for engaging audiences
- Create presentation content
- Develop and practice presentations
- Analyze barriers to presenting
- Create a presentation slide deck
- Demonstrate using visual aids during a presentation
- Demonstrate how to introduce and thank speakers

Standard Topics (minimum 32 hours): (all of this content must be delivered as a part of this program)

- Structure of a presentation
- Presentation content
- Developing your speaking presence
- Overcoming barriers to presenting
- Working with presentation tools and visual aids
- Introducing and thanking speakers

Interchangeable Topics (maximum 8 hours): (choose from the topics in this list to complete the non-standardized portion of the program)

- Pitching a product or service
- Elevator speech
- Networking
- Dealing with the media