

Friesen, Kaye and Associates



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The Experts in Knowledge Transfer
and Workplace Performance

Presentation Skills for the Virtual Environment

Dislike giving presentations over the web? Worried that participants are disengaged and disconnecting? This program helps you overcome the challenges to meaningful communication inherent in the virtual environment and its supporting technology.

This program imparts skills and techniques required in the planning, preparation and delivery of effective presentations in a virtual environment. It provides opportunities for interaction and practice using your organization's web presentation software. Learn to use polling, as well as other engaging techniques to establish motivation, and actively involve your participants to find out if they are "getting it". Make decisions about chat and other virtual capabilities that encourage questions and interaction and keeps the situation manageable. Design visuals that catch and keep attention. Practice effective use of voice to engage your audience and maximize participation. Adapt techniques for larger virtual groups (webinars).

Who should Attend?

- New and experienced presenters who need to prepare and deliver effective presentations in a remote or virtual environment.
- Individuals who need to communicate with others and deliver high-impact virtual presentations, including: managers, executives, learning professionals, presenters, sales professionals, team facilitators and leaders, business owners, business unit managers and supervisors, and board members and directors.

Key Benefits

1. Participate in an online program that models the best practices for keeping remote learners motivated and engaged.
2. Small groups ensure you get opportunities to practice with the technology, and also receive individual attention and expert feedback.
3. Establish a solid grounding in the delivery of effective online presentation skills, using the technology available to build your confidence and skills.
4. Receive a comprehensive manual that supports effective adult learning during the online sessions and will be a valuable reference after the program.
5. No travel for you and only a few short blocks of time away from your job.

Post-Learning Sustainment

As a participant in an FKA program, you are entitled to complimentary Post-Learning Sustainment:

- Transfer Strategy: one-hour online, live-facilitated coaching session (2-3 weeks post program) to maximize and reinforce learning.
- One-Year Hotline: connect with our experts to discuss your learning initiatives, lessons learned, successes, challenges and best practices.

Presentation Skills for the Virtual Environment

Objectives

Upon successful completion of this online program you will be able to:

- Establish a positive climate in a virtual environment.
- Incorporate the principles of adult learning into online presentations.
- Begin and end a virtual presentation appropriately.
- Create audience-centered objectives.
- Establish initial motivation.
- Sequence content effectively.
- Integrate presentation and demonstration methods for small and large audiences.
- Maintain audience interest.
- Design questions to promote involvement.
- Identify ways to make software demonstration effective.
- Identify effective remote listening techniques.
- Handle audience questions.
- Use your voice effectively.
- Use an inclusive communication style.
- Plan and deliver a practice presentation.

Agenda

Live Session 1

- Introductions and Overview
- Tour of the Platform
- Expectations for Practice Presentations
- Designing the Presentation:
 - Adult Learning Principles
 - Establishing a Positive Learning Climate Remotely
 - Typical Capabilities of Virtual Environments

Live Session 2

- Review
- Designing the Presentation, continued:
 - Approaches to Initial Motivation
 - Information Transfer – Methods and Sequencing
 - Ongoing Motivation: Keeping Audience Interested
 - Designing Questions
 - Designing Presentation Slides

Live Session 3

- Review
- Delivering the Presentation:
 - Effective Remote Listening
 - Transitions
 - Questioning Process
 - Communication Style and Voice
 - Effective Demonstrations including Software Demonstrations

Live Session 4

- First Practice Presentations (5-7 minutes each)
- Feedback, Debriefing and Lessons Learned

Live Session 5

- Second Practice Presentations (7-10 minutes each)

Live Session 6

- Second Practice Presentations for remaining participants (7-10 minutes each)
- Co-Presenting
- Workshop Wrap-up:
 - Lessons Learned
 - Best Practices

