



**concerted solutions**

presents

# ***Powerful Presentations***

**A blended learning program to improve presentation and public speaking skills**



**Designed especially for scientific and regulatory presentations, this dynamic, personalized learning program presents a proven five-step process to design and deliver powerful presentations.**

Whether it is a formal presentation, informal meeting, or a press briefing, this program teaches participants to better prepare their content, deliver with focus and impact, and effectively manage questions.

The widely popular program blends four learning components:

- ❖ An individual presentation skills assessment
- ❖ Dynamic, practical workshops
- ❖ A detailed, step-by-step participant guide
- ❖ 1-on-1 coaching and video recording of presentations

Available in two versions:

## **1 Day Workshop & 1:1 Coaching**

In this dynamic, engaging workshop, participants learn the five-step process and begin to apply it. They then have two weeks to follow the guide and apply their learning to develop a presentation. This culminates in a 1:1 video-recorded, personalized coaching session.

## **3.5 Days: Distributed Sessions**

This is a more robust program comprised of six half-day sessions spread over four weeks. This allows for additional workshop activities as participants apply their learning over the weeks. It culminates in a final video-recorded session where participants present to their classmates.

# concerted solutions *Powerful Presentations*

## Learning Objectives

During the *Powerful Presentations* program, participants will learn to:

- Assess their presentations skills level and develop an individual learning plan
- List the attributes of effective presenters
- Differentiate between various types of presentations
- Define the five steps to making effective presentations
- Perform a presentation audience analysis
- Design their presentation to tell a story that engages the audience
- Structure the logic and flow to support the presentation's purpose
- Describe various strategies for communicating visually and when they are appropriate
- Create visuals that clearly communicate critical ideas
- Describe PowerPoint® techniques that are appropriate for reinforcing your message
- Identify various strategies for managing nervousness during a presentation
- Apply techniques for using voice and diction to improve the impact of your presentation
- Demonstrate techniques for using non-verbal behavior to reinforce key concepts in your presentation
- Describe the common types of questions that arise during presentations and how to effectively respond to each
- Identify common presentation challenges and explore strategies to reduce their likelihood
- List and explain rehearsal techniques that can improve their presentation ability
- Demonstrate various presentation techniques and identify developmental actions needed to build additional skills

## Praise from Past Participants

*“I have been in the government more than 12 years and attended a lot of training. This was by far the best...”*

*“[the instructor] was so much fun and shared so many great experiences”*

*“I never realized there was so much that goes into making a great presentation.”*

*“Fantastic class. I want my whole team to attend!”*

### FDA & NIH

Our deliveries of customized versions of *Powerful Presentations* have been renewed by FDA and NIH for many years. Often, individual participants request special deliveries for their teams based on the outstanding experience they have in the program.

## about concerted solutions

Concerted Solutions is an SBA 8(a) certified company with over 30 years combined experience in learning design & delivery and organizational performance improvement. More information is available at [www.CSolved.com](http://www.CSolved.com)

**Contact: Julie Kelly: [juliek@csolved.com](mailto:juliek@csolved.com) or 703-338-0365**