



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.

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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

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