

Giving Effective Technical Presentations & Briefings

ChangeWorks
Inc.



Purpose This workshop is designed to assist technical professionals in planning more effective technical presentations and briefings and delivering them with more confidence, authority, and flair.

Methods The facilitator will provide materials relating to the content and process of technical presentations. This information will serve as the basis for group discussion, presentation of the key points, small-group interactions, and progressively more challenging opportunities for practice. Participants will work with basic platform techniques - gestures, eye contact, stance, and voice, while giving introductions, and using transparencies. The class will conclude by videotaping each participant delivering a brief technical presentation for self, peer, and instructor feedback.

The principles of adult education will guide all facets of the Workshop.

Content The workshop will address the following: confronting stage fright, working through the verbal and non-verbal aspects of the presentation itself, developing appealing transparencies and appropriate handouts, selecting and organizing appropriate content, using the overhead projector, managing the room and equipment, and handling questions effectively.

The workbook's appendix contains a variety of useful reference materials, including guidelines for developing a well-organized written report - often an important first step in creating an effective technical presentation.

The workshop is offered in one-, two-, or three-day formats. Multiple days provide additional individualized attention and introduce several opportunities for practice and feedback.



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