

**Virtual and In-Person Presentation Skills**

**Course Number:** ITL-132
**Duration:** 1 day

**Overview**

This Presentation Success in a Virtual World training course teaches attendees how to design, build, and present high quality and effective presentations in the workplace. Students learn abpit project status, information sharing, funding approval, and other business-related items.

**Note:** A condensed version of this class can be delivered as a two-hour, engaging seminar upon request.

**Prerequisites**

No prior experience is presumed.

**Materials**

All attendees receive comprehensive courseware covering all topics in the course.

**Software Needed on Each Student PC**

For in-person deliveries, attendees do not need computers for this course. We will provide full classroom setup instructions that will include seating in small groups, with supplies such as flipcharts, sticky notes, markers, and pens for the attendees and a projector and Internet connection for the instructor's laptop.

Online deliveries for this interactive training will use an online meeting platform (such as Zoom, WebEx, GoTo, or Teams) to have face-to-face contact online, including use of breakout rooms for group activities.

**Objectives**

* Prepare and present a high quality and effective business presentation
* Define and enhance their presentation style and delivery
* Use best practices in PowerPoint design, structure and format

**Outline**

* Presentation Preparation
* PowerPoint Presentation Design
* Building the Presentation
* General Presentation Delivery
* Virtual Presentation Best Practices
* Influence Techniques that Maximize Presentation Success
* Additional Presentation Tips