Friesen, Kaye and Associates

FKA
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The Experts in Knowledge Transfer
and Workplace Performance

Presentation Skills for the Virtual Environment

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

The 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 virtual presentation platform. Practice using polling, as well as other engaging techniques to establish motivation, and actively involve your audience to determine if they are "getting the message". Make decisions about utilizing chat and other virtual capabilities that encourage questions and interaction while still achieving the purpose and desired outcome of the presentation. Design visuals that catch and keep attention. Practice effective use of voice to engage your audience and maximize engagement. Adapt techniques for larger virtual groups (webinars).

Who should Attend?

- New and experienced presenters who need to prepare and deliver effective presentations in a virtual environment.

- Individuals who need to communicate with others and deliver high-impact virtual presentations including managers, supervisors, executives, learning professionals, presenters, sales professionals, team facilitators, leaders, business owners, business unit managers, board members and directors.

Key Benefits

1. Participate in an online program that models the best practices for keeping audience motivated and engaged in a virtual environment.

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 virtual presentation skills, using the technology available to build your confidence and skills.

4. Receive a comprehensive manual that supports effective virtual presentation skills during the online sessions that will be a valuable reference after the program.

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 from the program.

- One-Year Hotline: connect with our experts to discuss your presentations, lessons learned, successes, challenges, and best practices.

Objectives

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

- Establish a positive presentation climate in a virtual environment.
- Use the virtual platform capabilities to effectively deliver presentations.
- Create and use attention-getting openers.
- Use action-oriented closings.
- Create audience-centered objectives.
- Sequence content effectively.
- Integrate presentation and demonstration methods for small and large audiences.
- Maintain audience interest and engagement.
- Design questions to promote involvement using platform capabilities.
- Identify ways to make demonstration effective using application sharing.
- Identify effective remote listening techniques.
- Handle audience questions.
- Use your voice effectively.
- Use an inclusive communication style.
- Plan and deliver practice presentations.

Agenda

Live Session 1 – Designing the Presentation
- Introductions and Overview
- Platform and Capabilities
- Expectations for Practice Presentations
- Designing the Presentation
  - Establishing a Positive Virtual Presentation Environment
  - Purpose, Objectives and Desired Outcome
  - Attention-Grabbing Openers
  - Effective Closings

Live Session 2 – Sequencing and Interaction
- Review
- Designing the Presentation, continued:
  - Information Transfer-Methods and Sequencing
  - Ongoing Motivation: Keeping the Audience Interested and Engaged
  - Designing Questions Using Platform Capabilities
  - Designing and/or Modifying Presentation Slides

Live Session 3 – Delivery Foundations
- Review
- Delivering the Presentation:
  - Effective Remote Listening
  - Transitions
  - Question Process and Logistics
  - Communication Style and Voice
  - Effective Demonstrations Using Application Sharing

Live Session 4 – Practical Application
- First Practice Presentations (5-7 minutes each)
- Feedback, Debriefing and Lessons Learned

Live Session 5 – Practical Application
- Second Practice Presentations (7-10 minutes each)
- Feedback, Debriefing and Lessons Learned

Live Session 6 – Wrap-up and Action Planning
- Second Practice Presentations for remaining participants (7-10 minutes each)
- Program Wrap-up:
  - Lessons Learned
  - Best Practices
  - Expectations Re-Visited
  - Action Plan