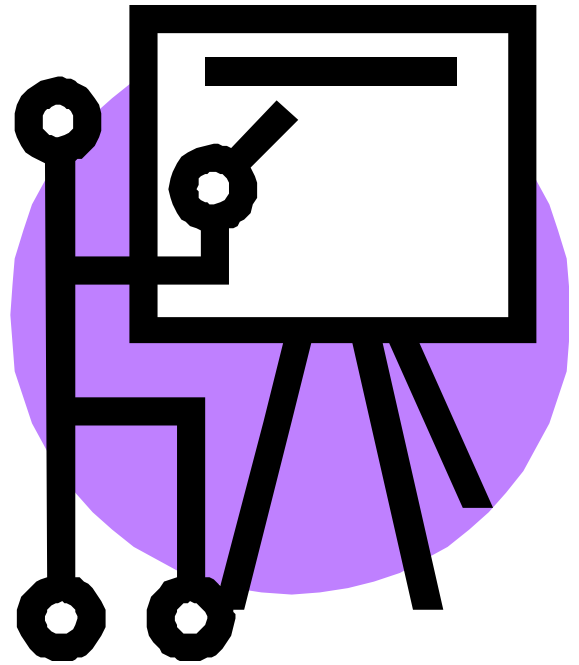


# Presentation Skills for Project Managers



When senior managers are asked about critical skills for Project Managers, communication and presentation skills invariably top the list. The PMI says that a Project Manager should spend 90% of his or her time "*communicating*". Yet the fear of public speaking and the inability to make powerful presentations are usually the top reasons cited for failure, not only by Project Managers but by almost everyone who wants to deliver their message!

Presentations are a key part of what you do as a Project Manager. Success or failure in a presentation can determine the fate of a project, idea or sale. And that success has two components - a successful presenter and a successful presentation. You need both! **Presentation Skills for Project Managers**, a dynamic one day program designed with the unique needs of Project Managers in mind covers both these critical areas.

**Presentation Skills for Project Managers** focuses on training you in the tools and techniques used to make power packed presentations. You may not want to become a professional speaker, but your career can only be helped if you learn the critical skills you need to prepare and deliver an effective team-inspiring, reputation-building, and confidence-building presentation.

During this session you will learn exactly how to create and deliver a presentation that is on-target for your audience and will be remembered... for all the right reasons!

Participants in this program will learn:

- How to prepare and deliver a professional, effective project presentation
- PMI Best Practices for Project Communications
- Three critical aspects of your project presentations
- How to deliver presentations with impact and confidence
- Top 10 Do's and Don'ts to ensure your presentations are consistently successful
- Tested techniques to solidify your thoughts into a foolproof blueprint or structure
- The one behaviour a senior level audience won't forgive
- How to open with impact and close every presentation on a high point
- The simple secret to connecting both emotionally and intellectually with your audience
- How to defeat stage fright and banish presentation butterflies



## Before The Program

Your pathway to presentation success begins even before you attend this program. Prior to attending, we recommend that you develop a short five minute presentation on any project management topic you wish. We recommend you take between 30 and 60 minutes to develop your presentation, and bring it with you to present during the **Presentation Skills for Project Managers** program. Be sure you develop your presentation so it can be delivered without the use of PowerPoint or any other special technology (a flip chart will be provided).

## During The Program

**Presentation Skills for Project Managers** is a highly interactive program that will demystify the process of designing and delivering dynamic and professional project presentations. The program covers:

- Building Highly Interactive Presentation Content
- Planning and Organizing Your Presentation
- Understanding Your Audience
- Building Your Delivery Skills
- Using Visual Aids Effectively
- Managing Your Audience



Attend this session and you are guaranteed to:

- Improve listener buy-in for your point of view
- Be remembered and repeated
- Be more persuasive
- Build your reputation as a confident Project Manager and presenter.

Professionals who clearly and effectively communicate in a compelling and meaningful way achieve their goals more often. Organizations tend to value and reward individuals who can communicate effectively and **Presentation Skills for Project Managers** can help you build this critical skill set..

## Who Should Attend

This program is ideal for anyone who needs to communicate effectively through presentations. This includes:

- Project Managers
- Project Coordinators
- Project Team Members
- Program Managers
- Entrepreneurs and Independent Consultants
- Anyone who wants to delivery more effective presentations!