



Essential Presentation Skills for Projects

BASIC INFORMATION	<p>Course Title: Essential Presentation Skills for Projects Course Duration: 2 Days Audience: Project Managers and Team Members PDU: 14 Prerequisites: Project Managers - CA-PMM Boot Camp for Project Managers or CA-PMM Express Training for Project Managers or equivalent. Team Members – CA-PMM Basics for Team Members</p>
WORKSHOP DESCRIPTION	<p>This practice-oriented workshop gets participants on their feet using the POP essential presentation skills framework: Plan, Organize, Present. Participants acquire skills and tools in each step of the framework and then apply them to a presentation they need to make for a current project. The workshop provides best practices and tools for typical project presentation situations such as reports to management, education/input sessions with stakeholders, client meetings, and PMO reviews.</p> <p>On the second day, each participant presents to the rest of the group and is videotaped for playback in a one-on-one coaching session with the session leader. This format allows for feedback from the group as well as personal review and assessment from the session leader.</p>
GOALS	<ul style="list-style-type: none"> • Gain self-awareness about innate presentation strengths and learn to leverage them in project presentation settings • Acquire skills and tools to achieve your goals in specific project presentations (i.e. persuade, educate, inspire, etc.)
OBJECTIVES	<p>Each attendee will:</p> <ul style="list-style-type: none"> • Increase confidence in project presentation situations. • Learn how to: <ul style="list-style-type: none"> ○ Determine audience expectations and needs ○ Identify the purpose and desired outcomes of each presentation ○ Gather the appropriate information and determine

- the right level of detail for each project presentation
- Find your personal connection and engagement with the material in order to drive connection and engagement in the audience!
- Adapt presentation styles to for a variety of audiences and settings
- Utilize techniques to keep energy and focus high
- Understand how to utilize different presentation tools and methods:
 - Web and video conferencing
 - Powerpoint, and other graphic tools
 - Flipcharts and visual aids (charts, spreadsheets, etc.)
- Receive feedback from multiple sources on his/her strengths and improvement areas as a project presenter