


New

Effective Presentations

Preparing and Holding Presentations

 Live Online oder Präsenz



2 Tage (14 Stunden)

Preis : 1.590,00 € netto
1.892,10 € inkl. 19 % MwSt.
Inhouse-Paket : Auf Anfrage

Nr.: 17600

Presenting proposals or results effectively is often critical to the success of projects and the buy-in and implementation of concepts. After you have attended this seminar, you will be able to tailor your presentation to your target audience, employ visualisation media correctly and effectively, and establish and follow a presentation roadmap.

Wer sollte teilnehmen:

Zielgruppe

Managers and experts from all corporate areas.

Voraussetzungen

Adequate command of English.

Trainingsprogramm

Presentation and target audience

- Definitions: presentation, lecture, negotiation, training course
- Significance of the presentation
- Analysis of the target audience

Structure of the presentation, visualisation principles

- Starting off
- Middle phase
- Ending the presentation
- Presenting yourself
- Breaking the ice
- Humor
- Visualisation rules
- Visualisation elements
- Charts
- Layout elements

Presentation media

- Media usage and significance
- Flipcharts

- Pinboards
- Techniques and tools
- Choosing the right media
- Mixing media
- Using handouts
- Using an LCD projector correctly
- Slide shows
- Multimedia

Organisation and presentation

- Preparation
- Practice presentation
- Effective sequencing
- The arena (room, seating arrangement)
- Choosing the date
- Timing

Dealing with interruptions, criticism and discussion

- Criticism as an opportunity
- Dealing with major and justified criticism
- Dealing with unfair criticism
- Control and discussion
- Discussion rules

How to portray yourself effectively

- Preparing yourself mentally
- Using stage fright to your advantage
- The first impression
- Self portrayal
- Language
- Speech techniques
- Body language
- Commitment
- Audience orientation



Schulungsmethode

Lecture, discussion, group work, presentations, video recordings and analyses.



Termine und Orte



Nur noch wenige freie Plätze



Garantietermin

Live Online Training

2. Feb 2026 bis 3. Feb 2026

8. Jun 2026 bis 9. Jun 2026