

#UP/Creating and providing meaningful presentations

No. 8535

Target group: All employees who want to inspire and convince with their presentations.

Prerequisites: An interest in online learning and a willingness to put the theory you have learned into practice and optimize it on a daily basis, to make sure that these new tools become a habit.

Training method: Online self-learning phases, live online sessions and support by professional learning experts.

Duration: approx. 45 days running time

Study time: 2 – 4 hours effective study time on the LearningHub @Cegos | 8 – 10 hours practice-oriented consolidation of what has been learned and successful transfer of the learning content into the working environment

Number of participants: min. 8 – max. 12

Languages: Available in 7 languages (ideal for international implementation)

- DE
- EN
- FR
- ES
- IT
- PT
- CN

Price: on request

Benefits/Content: Thanks to this learning and implementation program, you will:

- Increase your presentation skills in all kinds of settings
- Develop your presentation preparation and speaking skills
- Be even better prepared to capture your audience’s attention.

You can acquire and deepen and apply your presentation skills in your daily work through a combination of digital learning, live online sessions and support from mentors (supervisors or colleagues).

We call this format #UP. It is based on a personalizable learning path that guarantees real learning success.

By using this format, we are keeping the promise of 4REAL, the process model of the Integrata Cegos Group, to offer you a lasting, practice-oriented and efficient learning experience.

You are the one who is in the driving seat: You have a clear objective right from the start and choose your own learning path.

Milestones Process Learning and applying

1. Learning set-up
Definition of your objective



Day 1 – 9 | 1 – 2 hours

2. Live Online Session
Exchange on learning content & support



Day 10 | 90 minutes

3. Personalize
your learning path



Day 10 – 11 | 30 minutes

Sprints – You choose two of the following sprints:

1. Creating convincing visualizations for a successful presentation

- Start with a blank page
- Create slides that support your language, not vice versa
- Dos and don'ts of slide design: 10 tips to help you create compelling visuals for your presentation

2. Preparing and adapting your message for a successful presentation

- Define your objectives
- Create and organize your content
- Identify the communication style of your target group
- Write your introduction and your summarizing conclusion
- Create a smartcard that will help you on stage

3. Preparing yourself for performing on stage

- Learn to deal with your performance anxiety instead of trying to defeat it
- Warm yourself up / Prepare yourself mentally
- Use abdominal breathing and box breathing
- Make an impact and show self-confidence through your posture

4. Dealing with difficult questions in meetings

- Identify the needs of your listeners
- Anticipate and prepare answers to these questions
- Leave time for questions and answers when preparing
- Listen until the end
- Think about each question in detail before you answer it
- Remember to thank the listeners for their questions

4. Learning and applying to workplace



Day 11 – 40 | 4 – 10 hours

5. Live Online Session
Exchange on transfer of learning



Day 38 – 43

Day 44 | 1 hour

6. Get certified
Evidence validation*



Day 45

*Prerequisites for the certificate: Submission of two pieces of evidence from third parties (colleagues, managers, clients, etc.) in line with the learning objectives you set yourself at the beginning of the training program.

Mentoring path



Day 1 – 45 | 4 conversations

Involvement of a company internal mentor (colleague, manager, supervisor, etc.) in the learning program, who will assist you with:

- individual objectives (comparison of company and learning objectives)
- selecting sprints
- collecting learning evidence