

10 Minute Presentation

Presentations are a fundamental means of building business relationships and partnerships that sustain and grow companies. In the calendars of busy customers and investors, time is literally money. In 10-Minute Presentations, learn how to craft and polish an engaging, professional presentation that shares a message and call to action swiftly and clearly. This will maximize impact, conversions and productivity.

This one-day workshop will teach the essentials of a good presentation, platforms that enhance a message and reach, setting goals and timelines for presentations, creating engaging narrative from outline through final draft, editing and polishing presentations, offering and receiving peer review, and developing best practices for future presentations.

Course Outline

Session One: Course Overview

- Course Overview
- Learning Objectives
- Pre-Assignment
- Pre-Course Assessment

Session Two: Presentation Wish List

- Presentations and Relationships
- What a Presenter Wants
- Reflect: Presenter
- What an Audience Wants
- Reflect: Audience
- The Common Ground
- Pitching an Idea and Feedback

Session Three: Choosing the Platform

- Real or Virtual?
- Tools of the Trade
- Your Personal Toolbox
- Using Your Voice

Session Four: Outlines and Touchstones

- Creating Your Presentation
- Mapping your Presentation
- Setting Goals
- Meeting Goals
- Outlining your Presentation
- Presentation Outline

Session Five: Drafting Your Presentation

- Checklist for Creation
- Slides and Visuals
- From Outline to Narrative
- Creating Visuals
- Plan Your Visuals

Session Six: Polishing Your Presentation

- Presentation Draft
- Peer Review
- Peer Checklist

- Preparing to Present
- Doing the Presentation

Session Seven: Plan for Success

- Planning for Success
- Presentation Autopsy
- Lessons Learned
- Action Plan
- Personal Action Plan
- Course Summary
- Recommended Reading List
- Post-Course Assessment