



## Training Areas of Focus of Louws Stellar Meeting Presentation Performance™

### Delivery Skills:

- ◆ Communication Skills (verbal and non-verbal);
- ◆ Telephone presentation skills;
- ◆ Remote computer, jpeg and power-point™ presentation skills;
- ◆ Increasing Persuasiveness;
- ◆ Skills to "work an audience";
- ◆ Increasing group participation and involvement;
- ◆ Building Stage Presence and Charisma;
- ◆ Resolving Stage Fright;
- ◆ Bringing life and vitality to one's performance.

### Organizational Skills:

- ◆ Knowing in what format audiences want information (listener analysis);
- ◆ Structure that sells vs. only tells;
- ◆ Persuasive outlines for short (5" - 15") and long (15"+) presentations;
- ◆ Techniques for creating a single-minded focus for all presentations;
- ◆ Techniques for "Blueprinting" your presentations;
- ◆ Flow, Transitions and Theme development techniques;
- ◆ Techniques on opening and closing that win audience approval

### Presentation Aids:

- ◆ Types and their effectiveness;
- ◆ Techniques that use far more than just one medium like Power-Point™;
- ◆ What to avoid and their solutions;
- ◆ Techniques to bringing life and pizzazz to a presentation;
- ◆ Storyboard techniques to developing aids;
- ◆ Making them work to persuade audiences to one's position

### Questions and Objections:

- ◆ How not to handle;
- ◆ Techniques that satisfy the questioner;
- ◆ Techniques for thinking quickly on one's feet;
- ◆ Techniques for turning negatives into positives;
- ◆ Maintaining credibility;
- ◆ Keeping the peace.

### Meeting Management:

- ◆ Establishing purpose;
- ◆ Understanding roles;
- ◆ Moderator/facilitator guidelines;
- ◆ Meeting tonality;
- ◆ Subject clarity;
- ◆ Making meetings relevant;
- ◆ Motivating group participation;
- ◆ Preparation tools;
- ◆ Handling feedback;
- ◆ Handling the monopolizer and cynic

Contact Louws about Stellar Meeting Presentation Performance™ Training at (520) 664-1881

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