

# One Minute Presenter

Based on the book *The One Minute Presenter*. Take your skills to a higher level. Learn 8 steps to successful business presentations that help you connect and engage with short attention span audiences.

## Workshop Objectives

Produce compelling messages for your audiences.

Connect and engage while delivering.

Handle questions with confidence.

## Target Group

Executives

Managers

Consultants

Frequent business presenters

## Workshop Outline

### **Module 1: You, the Presenter**

Refresh key elements of authentic speakers and learn how to bust your fears.

### **Module 2: Treasure your Audience**

Paint an audience portrait. Create an avatar of your ideal audience and learn how to overcome diverse expectations.

### **Module 3: Produce your Message**

Write a high concept, personalise with storytelling and tagline your message with slogans and soundbites.

### **Module 4: Create your Connection**

Hold attention, interact with questions, engage with enthusiasm, humor and mirroring and matching.

### **Module 5: Deliver with Style**

Five essential voice skills. Five key non-verbal skills. Dos and don'ts of slideshows.

### **Module 6: Manage all Interruptions**

Overcome the four main areas of interruptions.

### **Module 7: Master the Q&A**

How to open, run and close a Q&A session. Use 4As method for mastering difficult questions.

### **Module 8: Finish on Time**

Formats to prepare and rehearse. How to adapt to last minute changes.

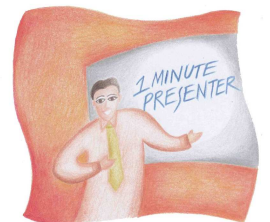
## Program Length

Two days (up to 8 participants)

Three days (8 to 16 participants)

## Program Language:

English or Mandarin



**TEAMSWORK**

Facilitating Business Results

Tel: 86.21.6101 0486

Fax: 86.21.6101 0487

Email: [service@globalteamwork.com](mailto:service@globalteamwork.com)

WWW: [www.globalteamwork.com](http://www.globalteamwork.com)

Address: Level 23, Citigroup Tower, Pudong, Shanghai