

## Presentation



Convince your audience and your boss with a well structured presentation and a confident and professional appearance. Learn to apply verbal and non-verbal communication skills consciously and to answer questions from the audience without nervousness.

### Targets:

- Structuring your presentation and professional using of different media
- Effectively applying your body language
- Handling personal attacks

### Topics:

- Preparation of presentations
  - Effectively getting in contact with the audience
  - Reaching the goal of the presentation
- Structuring presentations
  - Fascinating introduction
  - Following a structured concept within the presentation
  - Convincing Closure
- Visualization
  - Rules and standards to follow
  - Using different media (PowerPoint vs. Flipchart)
- Talking in front of the audience
  - Effectively applying your body language
  - Consciously using eye contact, voice, gesture and standing
  - Positioning the media
  - Pointing at special facts in the presentation
- Special topics
  - Designing handouts
  - Q&A session
  - Time management
  - Handling personal attacks

**Target group:** Teamleader, Projectleader, employees of every department

**Duration:** 2 days

**Price:** € 798,- p. Person (including material, coffee breaks with fruits and pastry, lunchbuffet and soft drinks)

**Seminarlocation:** City 4\*\*\*\*Seminarhotel in Vienna

**Trainer:** Mag. Christine Knotek

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