

# Oral presentations

## Learning objectives

At the end of this course the participants should be able to:

- Establish specific objectives for an oral presentation;
- Organize the content of a presentation in a clear, concise and well ordered way;
- Choose appropriate presentation methods according to the situation and to their own preferred style;
- Choose and use technical aids in the proper way so as to enhance the presentation;
- Make interesting and efficient oral presentations;
- Know how to control stress before and during a presentation;
- Know how to react to interruptions and disturbances during a presentation;
- Know how to react to an impolite audience or individuals during a presentation;
- Know how to make team presentations;
- Understand the verbal and non-verbal aids and how to use them;
- Understand how to use the Rancourt model of epistemic styles so as to adapt their presentation to the audience.

## Content

The content of this course can vary in response to the different needs of clients. The course may include:

- The basic elements of a good presentation;
- Stress and how to control it;
- Planning a presentation : identification of the objectives in relation to the audience;
- The use of epistemic styles inventory to determine the presentation style;
- Presenter's tics to be avoided;
- Team presentations;
- The voice and the non-verbal;
- Technical aids;
- Problem situations: hostile audience, the message isn't getting through etc.;
- Emphasis in a presentation: on what, when and how?

## Course participants and duration

This one day course is normally given to groups of 8 to 12 participants from the same organization. Since different clients' needs vary, we can adapt the schedule, the content and the learning activities so as to respond to specific needs.