

PRESENTATIONS

Component Description	Objectives
<ul style="list-style-type: none">◆ Elements Of Successful Presentations◆ Defining Objectives◆ Knowing Your Audience◆ Determining The Needs of Your Audience◆ Doing Your Homework◆ Composing Your Message◆ Making The Message Flow◆ Using Language Your Audience Understands◆ Using Presentation Tools Effectively◆ Handling Questions and Objections◆ Presentation Styles◆ Tips and Techniques◆ Stress Busters	<p>By the end of this session, participants will be able to:</p> <ul style="list-style-type: none">– describe the elements of successful presentations– identify the needs of the audience– develop, format and script a presentation– use effective delivery techniques for their presentation– handle objections in a controlled and positive manner

