

1 DAY

# VIRTUAL PRESENTATION SKILLS

**ODYSSEY**  
TRAINING™

An SGS Company



BUSINESS SKILLS COURSE

## LEARNING OUTCOMES

- Understand the challenges of a virtual setting and how to overcome them
- Prepare online presentations with clear purpose, objectives and structure
- Identify different audience types and needs
- Choose the right platform for your presentation
- Plan your virtual delivery to maximise engagement and participation
- Enhance your presentation with strong online communication skills

## COURSE IDEAL FOR:

Anyone looking to develop their presentation skills and engage with audiences online.

This could include:

- Meeting facilitation with your team
- Online induction training
- Business presentations of any sort
- Professional development, online learning, and any other virtual forum.

## COURSE OVERVIEW

Online delivery has become the new norm for workplaces globally. Adapting and fine-tuning your approach to presenting virtually is paramount to successfully achieve your desired outcomes. This course demonstrates the best practice tools and techniques to engage your audience and enhance your virtual presentation skills.

## TOPICS COVERED IN THIS COURSE

### How to overcome challenges

Learn how to overcome some of the challenges of virtual presentations

### Knowing your audience

Learn how to analyse, identify and adapt to your audience learning style and keep your audience engaged.

### Sensory receivers

Implement strategies to help your audience see, hear and do during the presentation

### Preparing your presentation

Define the purpose and objectives of your presentation

### Structuring your presentation

Organise your presentation into 3 phases

### Choosing your platform

Understand what platform you will use and how to utilise its features

### Virtual delivery aids and skills

Identify and utilise the many aids available to assist you in your presentation

Projecting your voice

Articulating and communicating effectively

### Body language

How to use your body well during the presentation

### Manage your technology and workspace

Check list and strategies to manage your technology and workspace

### Dealing with questions

Prepare and handle questions

### Prepare your next presentation

Check list to help you prepare your next presentation

### The value of evaluation

Receiving audience feedback.

Practical, relevant training developed for the Australian workplace.

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