



Presentation Advantage®—2-Day

Workshop Timeline	Core Competencies
<p>Day 1: Morning Introduction</p>	<ul style="list-style-type: none"> • Introduce ideas to remember. • Identify quality presentation standards. • Develop a personal presentation inventory. • Focus on your audience as your customers. • Learn the SSS Formula. • Focus on your workshop presentation.
<p>Day 1: Morning Design Your Presentation</p>	<ul style="list-style-type: none"> • Plan your message. <ol style="list-style-type: none"> 1. Identify your purpose. 2. Analyze your audience. 3. Assess the situation. • Develop your content. <ol style="list-style-type: none"> 1. Brainstorm your ideas. 2. Organize your content. 3. Develop your key support points. 4. Develop your introduction and conclusion. 5. Prepare your presentation notes.
<p>Day 1: Afternoon Deliver Your Presentation</p>	<ul style="list-style-type: none"> • Eye contact, facial expression, gestures, movement, appearance, and voice.
<p>Day 1: Afternoon Design and Deliver Visuals Effectively</p>	<ul style="list-style-type: none"> • Guidelines for designing and delivering visuals effectively. • Visual Advantage guidebook introduction • Team presentations.
<p>Day 2: Morning Introduction</p>	<ul style="list-style-type: none"> • Use practice and coaching techniques. • Manage presentation stress.
<p>Day 2: Morning Manage Your Presentation</p>	<ul style="list-style-type: none"> • Handling questions effectively. • Managing hostility.
<p>Day 2: Afternoon Manage Your Presentation</p>	<ul style="list-style-type: none"> • Prepare and deliver team presentations.

For more information about FranklinCovey's Presentation Advantage® Workshop, contact your Client Partner or call 1-888-705-1776 to be put in touch with someone in your local area.