

COURSE DESCRIPTION

W114 – Effective Round Table Presentations

Course goal

Convincing a group of decision makers while seated around the conference table requires different strategies and tools than for a classic stand-up presentation. The “conference table” situation makes dealing with laptop, brochures and handouts twice as challenging. This situation requires a flexible approach that focuses on the interests of each individual in the group as well as the ability to actively interact with these individuals without losing sight of the presentation goal. It all boils down to a balancing act that requires know-how and practice.

Main learning objectives

Participants

- master the tools required to create a logical and dialog oriented presentation
- practice and improve their personal presence and rhetorical skills
- learn techniques for improved eye contact
- use presentation media and visuals for small groups (laptop, brochures, etc.)
- are able to reach the meeting objective, including a binding agreement from the group.

Participant profile

All those who frequently present either inside or outside the company to groups of up to 4 people and would like to learn tools and techniques to master these situations with greater ease and with increased confidence.

Prerequisites

None.

Topics

- Using six steps to reach your meeting objective and achieve agreement
- Techniques for convincing professionalism: from start to finish
- Professional dialog techniques for small groups: practice your opening, relating and checking skills
- Verbal and non-verbal signals: spotting them before it is too late
- Objections as opportunities: using objections to achieve a turn around

Course type

This is a face-to-face class room training with min. 7 and max. 12 participants.

Learning methods and tools

Professional input combined with a learning-by-doing approach. This learning approach includes various types of feedback and analysis including personal video feedback. Participants work with their own real-life meeting scenarios as a basis for creating a structural method for successful presentations around the conference table.

Laptop or tablet is required to have access to the e-documentation. Please bring your own device.

Duration

2 days