Advanced Presentation Skills for Business

2 Weeks Self-Directed Prework + 3 Days Classroom or 6 Virtual Sessions + 6 Assignments

db dbrown CONSULTING

CFA Society Nigeria | CPD MEMBER The CPD Certification Service | FMI FINANCIALMODELING INSTITUTE | Finance Professionals Network

dbrownconsulting focuses on helping organizations and individuals achieve more with their data. We partner with CFA Institute Nigeria and the Finance Professionals Network to deliver world-class learning and professional development solutions to its members and candidates in Nigeria. We are also an accredited training provider of the Financial Modeling Institute based in Canada, Microsoft Gold Partners and a member of CPD UK.

Overview

In the world of business, ineffective communication could erase millions from earnings and have a negative ripple effect with grave repercussions.

At work you will be expected to create and deliver reports and presentations quite often. We usually get trained on effective business writing, but rarely on how to effectively interpret and visualise numbers. This course aims to plug that gap.

We will take you through the work of renowned data visualization and Presentation experts, Stephen Few & Nancy Duarte whilst showing you the techniques they propound to enable you get to the bottom of what the numbers are trying to tell you and how to then effectively present these findings to your audience.

This course is a blended course. You start with a rigorous online session with short videos covering knowledge objectives. Then you have 3 options to continue with the course:
1. In-person: 3 days classroom session (7 hours a Day).
2. Live-Virtual: 6 virtual-sessions (2-hrs per session) + 6 Self-Directed intersession Assignments. Sessions use our online platform, a whiteboard and standard meeting Apps

Learning Outcomes

By the end of the course participants will be able to:
*   Distinguish between Quantitative & Categorical Data
*   Recognize when to use a table or graph when presenting data
*   Apply best practices in table & graph design
*   Apply principles of graphical excellence
*   Engage your audience by applying a structured approach to instill uniformity during presentations
*   Understand what critical information is required by top management to make data driven decisions
*   Learn how to deliver an impactful presentation on any topic in less than 7 minutes
*   Learn fundamentals of PowerPoint presentations
*   Learn how to Ideate content used to create persuasive presentations.
*   Storyboard your ideas to distill complex information
*   Engage your audience by applying a structured approach to instill uniformity during presentations
*   Build a structured framework for visualising your story and delivering recommendations
*   Deliver a presentation that tells a story.

Online Platform

*   Participants will be given access to this course's online pre-work platform on www.OfficeTrainingHub.com
*   All activities must be completed before attending the classroom/virtual sessions for the course
*   This platform also serves to introduce participants to their instructors via the discussion forum
*   The platform includes basic knowledge and definitions as well as short videos to get participants effectively prepared for the course
*   Participants are also expected to upload their assignments to this platform after every session
*   The Courses digital certificate of completion will also be issued via this platform

Online Prework Outline

*   Power PowerPoint Essentials
    *   Design in PowerPoint
    *   Working with Slide Master
    *   Working with Objects in PowerPoint
    *   Media in PowerPoint
*   Presentation Styles and Tips
    *   Planning your presentation
    *   Tips for creating great presentation

Live Course Outline

Presentation Fundamentals
*   Understanding your Audience and choosing Presentation Media
*   The 6-Step process for data presentation
*   Introduction to MECE and its application Understanding the kinds of Communications
*   Overview of Presentation Schools
*   How to present anything in less than 7 minutes
*   Learn the "what", "why" and "how" of a data story
*   Presentation Ecosystem

Showing the Numbers
*   What is a Table & when should I use it?
*   What is a Graph & when should I use it?
*   Best Practice in Graph Design
*   Principles of Graphical Excellence
*   Best Practice in Table Design
*   Matching the right graph or table to your data & message
*   Selecting Tables & Graphs
*   Incorporating graphs and tables in your documents
*   Learn how to summarize numbers
*   Understand the different chart types and what influences their usage
*   How to tell compelling stories with numbers
*   An introduction to the International Business Communications Standards and its application.

Organizing Your Ideas
*   Understanding storyboarding
*   How do you storyboard your ideas
*   A practical deep dive into the steps for storyboarding
*   Contours of Communication
*   Understanding what interests executives in any presentation and how to manage this expectation
*   Distinctions between Slides and SlideDocs, when and how to use them with references to how executives consume information
*   Taking advantage of process and performance verbs to drive home your points in any presentation
*   Managing your presentation from start to finish
*   Managing constraints.

Visualizing Your Ideas
*   What influences the choice of visual elements for presentation?
*   Practicing design for your presentation
*   Choosing visual elements- patterns, displays and techniques
*   Understanding pre-attentive attributes used in visualization
*   Implementing International Business Communications Standards
*   Practice sessions
*   Case study based group activities

> "
> *This class was excellent--where have you been all my life? The instructor was incredibly knowledgeable and articulate. This was the first time I have taken a class in a remote format, and I was delighted with it, i look forward to coming back for more classes in the future. I would definitely recommend this to my colleagues as well as friends.*
>
> **Uduma Etea**
> *Associate Director, HR*
> *IHS Towers*

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