

# Apex Presentation Skills

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Participant Guide

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## Contents

<b>Pre-Session Activities</b> .....	<b>1</b>
<b>Key Concepts</b> .....	<b>2</b>
<b>Practice and Feedback Activity</b> .....	<b>4</b>
<b>Structured Feedback Form for Presentation Skills Practice</b> .....	<b>5</b>

## Pre-Session Activities

Welcome to our Apex Presentation Skills Workshop! To get the most out of our time together, please complete the following pre-session activities. These tasks introduce key concepts and set the stage for our interactive session. By completing them, you'll be well-prepared to actively participate and maximize your learning experience. We look forward to working with you and helping you enhance your presentation skills.

### [LinkedIn Learning Courses](#)

Before our live session, please watch the following LinkedIn Learning videos attached to this program on Workday Learning:

#### **Delivery Tips for Speaking in Public (31 minutes)**

This course provides practical tips on how to deliver your presentations with confidence and poise. It covers essential aspects like eye contact, gestures, handling nerves, and using your voice effectively.

#### **Speaking Confidently and Effectively (22 minutes)**

This course focuses on building your confidence in public speaking and provides strategies to communicate your message clearly and engagingly. It includes techniques for structuring your presentation and tips for engaging with your audience.

**Please ensure you have completed these videos before the workshop date.**

### [Reflect on Your Experiences](#)

Take some time to reflect on your past experiences with public speaking. These reflections will help you identify areas for improvement and set personal goals for the workshop. Consider the following questions:

What challenges have you faced while presenting?

What feedback have you received from others about your presentation skills?

How do you currently prepare for a presentation?

### [Prepare a Short Presentation](#)

Prepare a 3-minute presentation on a topic relevant to your work. This will be an essential part of our practice exercises during the live session. This exercise will give you a practical foundation to apply the skills we will discuss and practice during the workshop.

#### **Guidelines:**

- Choose a topic that is familiar and relevant to you.
- Structure your presentation with a clear introduction, body, and conclusion.
- Think about how you will apply the tips from the LinkedIn Learning courses, such as using eye contact, vocal variety, and effective gestures.





APEXDYNAMICS

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# Apex Presentation Skills Workshop

Live Session **Facilitator Guide**

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# Introduction and Overview

## Purpose of the Session

This 3-hour in-person workshop is designed to enhance participants' presentation skills, building upon the prework completed through LinkedIn Learning courses. The session aims to bridge the gap between theoretical knowledge and practical application, providing a safe environment for participants to practice and refine their public speaking skills. By the end of this session, participants will:

- Demonstrate improved confidence and presence during presentations
- Communicate more clearly and engagingly
- Utilize feedback to refine their public speaking skills
- Apply best practices to real-world scenarios
- Identify personal areas for improvement in public speaking

## Agenda

**Total Duration:** 3 hours

1. Welcome and Introduction **(20 minutes)**
2. Workshop Objectives and Importance **(10 minutes)**
3. Key Principles of Effective Presentations **(40 minutes)**
4. Practice and Feedback **(90 minutes)**
5. Review and Reflection **(20 minutes)**
6. Closing and Final Q&A **(10 minutes)**

## Participant Profile

This workshop is designed for Apex Dynamics people across various departments and levels who want to improve their presentation and public speaking skills. Participants typically:


- Present information, data, or project updates to colleagues, management, or external stakeholders
- Participate in both virtual and in-person meetings
- May be required to deliver training or informational sessions as part of their role
- Have varying levels of experience with public speaking, ranging from novice to moderately experienced
- Represent a diverse range of comfort levels with public speaking, from those who experience significant anxiety to those who are moderately comfortable

Participants may include, but are not limited to:

- Individual contributors looking to enhance their communication skills for career advancement
- Team leads and managers who regularly present to their teams or peers
- Subject matter experts who need to effectively communicate complex information
- Project managers who present project updates and proposals
- Client-facing professionals who deliver presentations to external stakeholders
- Employees involved in cross-functional initiatives requiring effective communication

The workshop is suitable for employees at all career stages, from recent graduates to seasoned professionals, who recognize the importance of strong presentation skills in today's business environment.

# Key Principles of Effective Presentations

Visual	Time	Directions
 <p><b>Three P's Slide</b></p> <p><b>Nonverbal Communication Slide</b></p>	<p>20 mins</p>	<p><b>Interactive Presentation: Major Themes</b></p> <p><b>DO:</b> Display the slide introducing the "Key Principles of Effective Presentations."</p> <p><b>SAY:</b> "Let's dive into the key principles that are essential for delivering effective presentations. These principles are drawn from the LinkedIn Learning videos you watched and are foundational to our workshop today."</p> <p><b>DO:</b> Display the slide for the Three P's: Prepare, Practice, Physical Response.</p> <p><b>SAY:</b> "First, we have the Three P's: Prepare, Practice, and Physical Response."</p> <p><b>Prepare:</b> "Preparation is crucial. Know your material inside-out and visualize your success as you prepare your content. Structure your presentation with a clear introduction, body, and conclusion."  <b>Practice:</b> "Practice aloud multiple times, ideally in conditions that mimic your actual presentation environment. Recording yourself can help you identify areas for improvement."  <b>Physical Response:</b> "Managing your physical response is about controlling nerves. Use deep breathing, muscle relaxation, and positive visualization techniques to stay calm and focused during your presentation."</p> <p><b>DO:</b> Display the slide on Nonverbal Communication.</p> <p><b>SAY:</b> "Next, let's talk about Nonverbal Communication. This includes eye contact, gestures, and body language."</p> <p><b>Eye Contact:</b> "Eye contact helps you connect with your audience. Divide the room into sections and make an effort to engage individuals in each section."  <b>Gestures and Body Language:</b> "Use natural, purposeful gestures to emphasize your points. Maintain an open posture, with hands visible and above your waist, to convey confidence."</p> <p><b>DO:</b> Display the slide on Vocal Variety.</p> <p><b>SAY:</b> "Now, let's focus on Vocal Variety – one of the most powerful tools in a presenter's toolkit."</p> <p><b>Tone:</b> "Vary your tone to keep the audience engaged and emphasize key points. A monotone delivery can lose your audience's interest."  <b>Pace:</b> "Adjust your speaking pace for clarity. Slow down for</p>