



Call Us Today to Enroll
800-403-6598

Who We Are

Public Speaking Classes is a division of Effective Presentations, the leader in communication skills training. When you're seeking the very best in public speaking and presentation skills training, and classroom training is simply not an option, we offer remote, small group workshops via our powerful Live Virtual platform. Our passion is communication, and we'll be available when and where you need us, and that's exactly why Effective Presentations IS the right choice!

Live Virtual Training

Our live virtual training platform is cost and time effective. For those who don't have the ability to travel or commit to a classroom, these virtual presentation skills and public speaking trainings are conducted in a small group setting, creating a fun and dynamic learning environment. After assessing existing presentation skills, we turn to fundamental aptitudes critical to effective communication. Concluding with private coaching with your Nationally Certified Trainer, this training will empower you to consistently deliver effective presentations in any venue!

Session Benefits

- Overcome the fear of public speaking
- Understand and demonstrate presentation fundamentals
- Skillfully utilize both verbal and non-verbal techniques
- Think on your feet in meetings and in front of a crowd
- Actively involve the audience and move people to action
- Effectively utilize visual aids
- Optimize communication skills and accelerate your career
- Exude greater confidence and poise in everything situation

On-Site Corporate Training

Effective Presentations primary mission is to revolutionize the culture of both internal and external communications in Corporations and Small Businesses across America. Our on-site company training can be tailored to meet your organization's specific training needs, and scheduled on any date at a location of your choosing, such as your in-house training facilities, business center or local hotel.

To discuss your company's specific needs and obtain a cost proposal, email at sales@effectivepresentations.com or call at (800) 403-6598.

Session 1

Elements of a Presentation

- Content, Design & Delivery
- Developing a Strong Open and Close
- Communication Venues

First Impressions

- Creating an Immediate Impression
- Controlling Nervousness
- Building Rapport with the Audience

Establishing the Baseline

- Introduction Presentation (approx 1 min)
- Feedback on Strengths & Areas for Improvement

Developing Spontaneity

- Thinking on Your Feet
- Mind Mapping Exercises

Creating a Stronger Presence

- Presenter's Stance - Your Posture Speaks Loudly
- Using Gestures to Clarify & Enhance the Message
- Body Language Doesn't Lie

Presentation Practice

- Presentation on Posture and Gestures
- Instructor Feedback and Group Discussion

Session 2

Eye Contact and Facial Expressions

- Using Eye Contact to Build Confidence and Rapport
- Painting the Picture with Gestures
- Discussion and Role Play

Presentation Practice

- Prepared Presentation (approx. 2 min)
- Private Individual Coaching
- Individual Written Evaluations by Course Leader

Making Presentations Fun

- Discussion and Role Play
- Getting Out of Yourself and Into the Audience
- Appropriate Use of Humor in a Presentation
- Voice Overs

Using the Voice Effectively

- Developing Greater Awareness of the Voice
- Speaking More Confidently
- Developing a More Expressive Voice
- Exercises to Develop More Conviction in the Voice

Taking out the Trash

- Unprofessional use of Filler Words
- Eliminating the Filler Words From Your Vocabulary

Presentation Practice

- Presentation Focused on Voice and Filler Words
- Instructor Feedback and Group Discussion

Session 3

Session 4

Techniques for Greater Impact

Exercises for a More Assertive Delivery Style
Round Table Discussion on Effective Techniques
Best and Bombed Presentations

Managing Q and A Sessions

Controlling the Process
Dealing with Difficult Questions

Presentation Practice

Role playing Q & A Sessions
Controlling the Process

Pulling It All Together

Final Prepared Presentation (approx. 5 min)
Private Individual Coaching

General Feedback Session

Individual Written Evaluations by Course Leader

One-on-One Coaching - Session Options

Debrief and Review of Sessions
Coaching and Practice
Tips to Strengthen Your Presentations
Structuring Your Presentations
Exploring Specific Concerns
Roadmap and Strategies for Success
Personalizing and Developing Your Story
Advanced Presentation Skills
Dynamic Delivery Techniques
Running Effective Meetings
PowerPoint Content and Design
Webinar Best Practices
Developing a Strong First Burst and Power Close

What Other Clients Are Saying

"I gained more valuable information on how to effectively present in 8 hours with Mike than the grand total I had accumulated in my entire life---plus, I got to practice the skills and gain valuable feedback from an expert. I gave a presentation 2 days after the conclusion of the seminar and it was a raging success---the best presentation I've ever given, and it's only going to get better from here!"

Kyle Leavitt, Sales Manager – Infusionsoft

"I highly recommend the Effective Presentation Skills Workshop. Whether you are a seasoned speaker or just aspiring to speak this course is a must! I have been teaching and doing public speaking for many years now, and after taking this seminar my presentation skills have absolutely gone to new level."

Amira Watters, President - The Wild Flower "Nature's Alternative"