

# PRESENTATION VS FACILITATION

Course Code: 831179

Learn the Power of Influence: Presentation & Facilitation Mastery in One Day!

Are you ready to captivate any audience—whether in the boardroom or online? Join our immersive, high-energy 1-day workshop designed for professionals who want to stand out as both presenters and facilitators. You will be able to understand the difference between presenting and facilitating a situation or an experience. Discover the secrets to commanding attention, building instant rapport, and delivering your message with clarity and confidence.

## **In this hands-on session, you'll:**

- Master the art of both presenting and facilitating and know when to use each for maximum impact.
- Build a powerful toolkit for delivery—body language, voice, and presence—that makes your message unforgettable.
- Learn frameworks to structure your ideas simply and logically, even when tackling complex topics.
- Engage distracted or unmotivated audiences with proven techniques that spark participation and collaboration.
- Transform your slides and documents into clear, audience-focused communication tools.
- Handle tough questions with poise and credibility.
- Practice facilitation best practices for meetings of all types—updates, brainstorming, public forums, and more.

This workshop focuses on two main areas: delivery and content. The goal is to ensure your delivery can make a connection and be effective. You will have the ability to facilitate with confidence.

With the use of innovative virtual tools combined with engaging real-time exercises, you will develop practical skills that empower you to influence, persuade, and inspire others, regardless of the environment. Whether you are presenting in person or facilitating a discussion online, these interactive methods ensure you are fully equipped to make a meaningful impact in any setting.

## What You'll Learn

After completing the training, you will:

- Understand the difference between presenting and facilitating
- Enhance confidence and communication for effective presentations. Now

## Communications

- Build a toolkit for improving delivery, including body language, voice, and presence.
- Acquire frameworks for structuring messages effectively.
- Learn techniques to help keep your audience engaged.
- Develop tools to engage with distracted or unmotivated audiences.
- Create an engaging and informative learning experience.
- Being able to deliver complex ideas in a very simple yet logical format
- Understanding how to use Influence and Persuasion as part of your facilitation

## Who Needs to Attend

Anyone who has a need to improve their facilitation style: Project Managers, Business Analysts, Mid-Level & Senior Managers, Administrators, Enablement Coaches, Tech leaders etc.

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CLASSROOM LIVE

\$795 USD

1 Day

## Classroom Live Outline

### 1. **What Makes a Great Presenter VS what makes a great Facilitator**

- Discussion on qualities and characteristics of effective presenters and communicators
- What makes it similar and different
- Key skills to focus on as a facilitator

### 2. **Delivery Success:**

- Managing nerves and maintaining a positive attitude.
- Building rapport with the audience.
- Using body language, tone, and verbal mannerisms effectively.

### 3. **PPT Impact:**

- Creating impactful and clear presentation decks and other documents
- Designing communication that aligns with the audience's needs.

### 4. **Content Planning:**

- Setting objectives and conducting audience analysis.
- Deciding what information to include and what to leave out.
- Tips to ensure effective Knowledge Transfer and resonance with audience

### 5. **Structuring a Presentation:**

- **pening:** Techniques to capture audience attention from the start.
- **ody:** Ensuring smooth, clear flow and logical progression of content.
- **Closing:** Using a simple formula for a strong summary and clear next steps.

### 6. **Dealing with Difficult Questions:**

- Handling challenging questions effectively to maintain credibility.

### 7. **Facilitation Best Practices:**

- Understanding how to pause and create effect
- Understanding your audience- Understanding how to work with them
- Speaking with impact
- Building rapport, being more interactive and engaging with an audience, so that collaboration is enhanced VS a more one directional style.

### 8. **Best Practices for Meetings** – an opportunity to brainstorm best practices for before, during and after meetings, whether meetings that are updates,

persuasive, public forums, etc.

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VIRTUAL CLASSROOM LIVE

\$795 USD

1 Day

## Virtual Classroom Live Outline

### 1. **What Makes a Great Presenter VS what makes a great Facilitator**

- Discussion on qualities and characteristics of effective presenters and communicators
- What makes it similar and different
- Key skills to focus on as a facilitator

### 2. **Delivery Success:**

- Managing nerves and maintaining a positive attitude.
- Building rapport with the audience.
- Using body language, tone, and verbal mannerisms effectively.

### 3. **PPT Impact:**

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