

PRESENTING WITH IMPACT

Course Agenda | Cadence Leadership + Communication

I. PRESENTING WITH IMPACT – MINDSET + SKILL SET

- An impactful presenter sets the environment, creates connection and inspires.
- Presenting with impact is achieved through mindset + skill set.
- Mindset: Preparation, Authenticity and Accessibility.
- Skill Set: Clarity of Thought and Expression.
- Workshop: In small groups, participants will discuss the mindset of an influential presenter and how to evolve a one-way exchange into a conversation.

II. CLARITY OF THOUGHT – STRUCTURING YOUR COMMUNICATION

- Speaking with structure empowers both the speaker and the audience.
- Staying conversational by avoiding casual or formal language
- Typographical emphasis: When to use devices to draw attention.
- The Crucial Three: Structural sections that must be present in all presentations.
- Bespoke: Developing the introduction and body based on audience need.
- The short answer: Delivering clear and direct answers that advance thinking.
- Workshop: Using structure, participants will develop presentations for an upcoming opportunity and prepare for anticipated questions.

III. CLARITY OF EXPRESSION – PRESENCE: PHYSICAL + VERBAL

- Foundations of physical presence: eye contact, gestures and expression.
- Foundations of verbal presence: pace, volume, emphasis and tone.
- Presenting while standing: posture, movement and room dynamics.
- Presenting while sitting: which chair to pick and how to position yourself.
- Managing the room and speaking to PowerPoint.
- Workshop: Participants will deliver their presentations to the group twice. Each participant will be filmed, receive feedback and their video will be shared with them post-session for ongoing development.
- Using visual and horizontal thinking to tell the story.
- Workshop: Participants will edit a PowerPoint to improve its utility.

IV. CLOSING THE SESSION

- Building your cadence - a daily effort.

