

EFFECTIVE PRESENTATIONS: THE PRESENTATION PROCESS

Who should attend?

This course is designed for those individuals in the semiconductor industry who require the knowledge and skills to perform effective presentations.

Course Benefits

Increase knowledge of:
Communication Skills,
Office Skills,
Individual productivity in the workplace.

Course Objectives

- Learn what steps to take to reduce your fear of speaking, remain calm, and appear relaxed.
- Learn how to use your voice and nonverbal communication to improve the delivery of your presentation.
- Learn how to assess the audience members and answer their questions.

Course Modules

1. *Background Information*
2. *Preparing to Speak*
3. *Delivering the Presentation*
4. *Answering Questions*

Registration Information

Prerequisites: *None*

Course Length: *4 Hours*

Course Type: *Web-based Training*

Course Number: *TRN/WNG-43*

To enroll or for more information on our products and services, please call our registrar at one of the numbers below or go to www.appliedtraining.com.

- 1-800-468-8888, option 4 (United States)
- 1-512-272-0027 (International)

Computer System Requirements:

Attending this course requires a Windows 98, NT, 2000 or XP computer using Internet Explorer 5.5 or higher. 128MB RAM or higher and high-speed Internet access is also highly recommended.