Goskills

Crafting Presentations that Condense Your Content and Increase Your Impact

GoSkills online course syllabus

Skill level
Beginner

Lessons
19

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Pre-requisites
No prior experience needed

Video duration
57m

Estimated study time
57m 43s

Instructor
Lisa Braithwaite

Introduction

1 Why develop a micro-presentation?
Due to the new remote meeting and training environment, presentations are getting shorter.

You Need to Know Micro-Presentations

2 Examples of micro-presentations
Where are micro-presentations happening?

Before You Begin

3 Identifying your audience
Being able to pinpoint the needs, wants, and cares of the people you'll be talking to can allow you to tailor your presentation more effectively.

4 Recognizing your objective
In order to provide relevant information and tools to your stakeholders, you'll need to understand your desired results as well as theirs.

5 Core message
In a micro-presentation, you only have time for one core message.

6 Call to action
There's no point in delivering a presentation if your audience doesn't achieve their desired result and your desired result.

Key Elements of Micro-Presentations

7 Structure

Without a clear structure to follow, your audience might be confused.

8 Opening

Micro-presentations require quick and concise openings to immediately get your audience engaged. This lesson will help you create an engaging opening.

9 Core points

The core points of a micro-presentation lead your audience to understand the why, what, where, and how of your presentation.

10 Closing

A strong closing wraps up your ideas in a tidy package and leaves the audience with a clear call to action.

11 Timing

Micro-presentations require tight and precise timing. This lesson will show you how to build in a time cushion so you never go over your time.

Planning for Engagement

12 Purpose of engagement

In order to feel inspired to take action, your audience must emotionally engage with your ideas and content.

13 Engagement tools

There are many ways to engage our audiences emotionally, even in five minutes or less.

Practice and Delivery

14 To script or not to script

Each speaker has her/his own way of delivering a presentation, and whether or not you script your presentation is a function of how much time you have to prepare and practice, how well you know your topic and how good you are at reading a written script.

15 Editing for impact

Editing is a critical part of the presentation development process.

Biggest Mistakes

16 Pacing
Micro-presentations are not an excuse to talk so fast that your audience can't follow you. This lesson will help you develop proper pacing.

17 Overwhelm
Presenting can be overwhelming.

18 Lack of preparation
Even though your presentation is five minutes or less, you still need to prepare thoroughly, even more thoroughly than you might prepare for a full-length presentation.

Conclusion

19 Conclusion
Thanks for watching this course.

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