

Presenting Virtually to Senior Leaders

Two Half-Day Virtual Workshop Delivered Over Zoom: June 3 & 10, 2021 1pm - 4:30pm EST

High Impact presentations combine well selected *content*, an *audience-focused structure*, and an *engaging delivery* that includes the actively involves the audience in your presentation. Make presentations that inform and influence in virtual meetings by learning and practicing key skills, methods and tools.

Participants will engage in two highly interactive half-day sessions with many opportunities to practice new skills and receive coaching and peer feedback in a safe environment. Pre-work and back-at-work assignments support blended learning.

Target Audience: Any team leader, consultant, trainer or subject matter expert who makes virtual presentations. ***This will be especially relevant to those who present to challenging audiences (senior executives, technical experts, etc.).***



Workshop Outcomes: By the end of this workshop:

Participants will improve their presentation **preparation and design** by ...

- Identifying the top three challenges they will face in a virtual presentation, and how to overcome each
- Defining their audience's need and pitching their presentation to that need
- Selecting key elements from their content that will "play well" in the virtual environment
- Preparing an engaging opening with a clear "ask" and an attractive payback for the audience
- Choosing the right structure & sequence to support the purpose and outcome
- Tuning up visuals (reducing number, focusing, segregating detail into handouts)
- Planning for interactive elements to engage the audience

Participants will improve their Presentation **delivery** by ...

- Tuning up their on-camera persona
- Demonstrating vocal skills and body language methods for underlining key points
- Explaining when and how to shift roles from presenter to facilitator
- Choosing the right strategy to mitigate a range of common presentation risks
- Anticipating and practicing their responses to their audience's most difficult questions
- Receiving feedback on mini-presentations

Pre-Work and Practicum

Participants will have approximately 60 minutes of pre-work and a 1 – 2 hour practicum between sessions.

Agenda-First Half Day (3.5 hours)

Activity	Result or Learning Outcome
Set the Context	Provide clarity as to why we're here, results, structure & sequence of sessions Observe the facilitator role-modeling how to effectively set context
Presentation Practice: Introduce Self and Topic	Participants make their first presentation and groups have shared ideas on best ways to create a connection with the audience and the content
Challenges of Virtual Presentations	Clarity as to the main challenges facing presenters in virtual meetings Strategies you can build into presentation design and delivery to overcome these challenges
Exercise: Clarify the "Why"	Participants can enhance their presentation to make the "why" clearer and more compelling Using pre-work, participants can clarify how they will address the needs of their specific audiences (especially the most challenging ones)
Triage Your Content: What's in and Out?	Participants have practiced selecting what's included in the virtual presentation versus what to relegate to handouts, etc.
Open Strong to Focus Attendees	Clarity on how to design the workshop intro to answer four questions all participants are asking at the outset (CIAO exercise from pre-work is covered)
Structure for Engagement	Participants select from an array of engagement strategies that make it easier for the participants to connect with content Map of the structure is presented and critiqued
Create a visually compelling presentation	Visuals have been improved to satisfy the Squint Test (concept learned and slides revised in pre-work), including peer feedback
Wrap-Up & Field Assignment	A sense of closure and feedback for the workshop Assignments to be completed prior to the next workshop

Agenda Cont'd Second Half Day (3.5 hours)

Activity	Result or Learning Outcome
Set the Context	<ul style="list-style-type: none"> Recap day 1 learning and overview the elements to be covered in today's session
Presenting revised materials	<ul style="list-style-type: none"> Participants present their improved introduction using CIAO, map of structure, etc.
How to up the engagement factor	<ul style="list-style-type: none"> Presenters demonstrate how to use SHERPA "Story" and "Human Interest" "Examples" and "References" and "Pictorial" strategies using their own presentations
Shift your role to interact with the audience	<ul style="list-style-type: none"> Demonstrate how to shift from SME to process facilitator to engage the audience in discussion Select the right mechanism to support interaction: chat, polling, shared screen, reactions, breakouts
Manage questioning	<ul style="list-style-type: none"> Demonstrate strategies for dealing with: <ul style="list-style-type: none"> quiet audiences (no questions) difficult audiences (hard questions) resistant audiences (too many questions)
Presentation Skills Clinic	<ul style="list-style-type: none"> Participants make short presentations and get peer and instructor input to tune up their presentation skills Issues with participant presentations are surfaced and strategies provided to overcome them
Wrap-Up & Take- Away	<ul style="list-style-type: none"> A sense of closure and feedback for the workshop Commitments to implement ideas from the workshop

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Workshop Details



For almost 25 years, Facilitation First has been top of mind for those seeking training in process facilitation. Our Facilitating Meetings with Ease workshop has been honed by Ingrid Bens, author of the national bestselling books 'Facilitating with Ease' and 'Facilitation at a Glance!'. With thousands of participants rating the course an average 4.5 out of 5, we provide an experiential workshop that equips learners with simple yet powerful tools that they can apply in their next meeting.

What You'll Receive

You leave our workshop with the tools you need to combat wasted meeting resources. You get access to online customizable templates, a digital manual filled with meeting designs and intervention techniques, and the personal feedback and coaching from participants and the trainer. Our certified trainers are 'facilitators first,' who bring their real-world experience to the classroom.

Dates: June 3 & 10, 2021

Location: Online via Zoom

Times: 1:00pm – 4:30 pm EST

Fee: \$795 + HST

Trainer: Kevin Quinn

To Register: E-mail info@facilitationfirst.com

What Some of our Clients Are Saying...

"The instructor was amazing and very knowledgeable about the topic. He was very inclusive and I felt very comfortable sharing thoughts"

Desirae Cunningham, Region of Peel

"Very easy to connect with Kevin. Inspiring person. Amazing control to ensure we are on track."

Idir Saidani, The Co-operators

"This is one of the most beneficial presentations I've participated in. I know I will apply most if not all of the things that I've learned"

Nancy Perrault, The Co-operators



About Your Trainer: Kevin Quinn

Kevin provides expert meeting facilitation, especially as a teacher and troubleshooter of these skills. His expertise includes teaching people on how to deal with difficult stakeholders, how to negotiate to get results and how to use creative problem solving with individuals & teams. He has mentored and taught business and thought leaders in the public and private sector in North America and the UK. Kevin has helped a wide range of business partners to navigate organizational challenges and improve their business results. He is the instructor of record at the City of Toronto's leadership development program and the Schulich School of Business Health Administration MBA program. He teaches extensively in the health care, banking and municipal government sectors.