



PRESENTATION TRAINING

PROCESS – TIMING



2020
Trainer: Bree Harrison
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Did you know....



95 % of presentations are boring?*



* Totally fake statistic. But it feels like it *must* be true

But they don't
***have* to be!**



With

New & Improved!

Training, your employees will deliver presentations with features such as....



Logical Sequencing
Relevant Content
Captivating Explanations
Clean Design
Correct Use of CI
Concise Information
Confident Performance



How will we do it?

1

2

3

It's as easy as...

week

1

Workshop I

Lecture (3h):

- Introduction to Presenting
- Tools, Story, Structure
- Topic Brainstorming
- Outline Formation

Guided Development (4h)

Participants work independently on presentations under trainer supervision

Individual Coaching (1h)

Topic Organization, Support on Structure, Story Development

week

2

Workshop II

Lecture (3h):

- Design Introduction
- PowerPoint is your friend
- First Round Presentations
- Defining your Style
- Keeping your Cool

Guided Development (4h)

Participants work independently on presentations under trainer supervision

Individual Coaching (1h)

Design Assistance, Language, Poise, Confidence

week

3

Presentations

Into the Fire (2.5h):

- Dress Rehearsal
- Final Presentation for manager and team
- Feedback



**What's the
schedule going
to look like?***

* This sentence can also be translated as; "What's the time commitment from the company?"



- Schedule for two training groups of 6 participants each
- 12 participants total

Example Individual Schedule							
Intro - Structure - Brainstorming - Organization (8h)							
Week 1	Monday	Tuesday	Wednesday	Thursday	Friday		
	9:00						
	10:00	WS I					
	11:00	Group A					
	12:00						
	13:00				Coaching		
	14:00						
	15:00	Guided Development					
16:00	Group A						
17:00							

Design - Charts/Graphs - Personal Style - Problems (8h)							
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday		
	9:00						
	10:00	WS II					
	11:00	Group A					
	12:00						
	13:00				Coaching		
	14:00						
	15:00	Guided Development					
16:00	Group A						
17:00							

Final Presentation not including individual rehearsal time (2.5h)							
Week 3	Monday	Tuesday	Wednesday	Thursday	Friday		
	9:00	Rehearsal					
	10:00	Presentation					
	11:00	Feedback					
	12:00						
	13:00						
	14:00						
15:00							

Single Employee Commitment Hours: 18.5

Overall Coaching Schedule							
Week 1 (30 hours)							
Week 1	Monday	Tuesday	Wednesday	Thursday	Friday		
	9:00				Coaching 1	Coaching 1	
	10:00	WS I	WSI		Coaching 2	Coaching 2	
	11:00	Group A	Group B		Coaching 3	Coaching 3	
	12:00	6 person	6 person				
	13:00				Coaching 4	Coaching 4	
	14:00				Coaching 5	Coaching 5	
	15:00	Guided Development	Guided Development		Coaching 6	Coaching 6	
16:00	Group A	Group B					
17:00							

Week 2 (30 hours)							
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday		
	9:00				Coaching 1	Coaching 1	
	10:00	WS II	WS II		Coaching 2	Coaching 2	
	11:00	Group A	Group B		Coaching 3	Coaching 3	
	12:00						
	13:00				Coaching 4	Coaching 4	
	14:00				Coaching 5	Coaching 5	
	15:00	Guided Development	Guided Development		Coaching 6	Coaching 6	
16:00	Group A	Group B					
17:00							

Week 3 Presentations (10 hours)							
Week 3	Monday	Tuesday	Wednesday	Thursday	Friday		
	9:00	Rehearsal	video uploading and summary				
	10:00	Mng. Presi	video uploading and summary				
	11:00	Feedback	video uploading and summary				
	12:00	Rehearsal					
	13:00	Mng. Presi					
	14:00	Feedback					
15:00							

Total Trainer Hours: 70

**Now, the
question on
everyone's
mind...**





**Well, you're going
to have to call me
to find out more!**

Bree Harrison

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Your trainer

Bree Harrison



Bree has insight, natural warmth, and heaps of energy. Her passion for transforming complex concepts into exciting and entertaining educational experiences makes her an exceptional instructor.

In her 10 years as international corporate trainer, Bree has created and led workshops and trainings on:

- Presentation Training
- Corporate Communication
- Business English
- Customer Service
- Hospitality Management
- Design Thinking
- Product & Service Design
- Brand Strategy & Development

As well as an avid presenter and MC, Bree is a Creative Director for events. She has designed, planned, and attended over 20 conferences. After discovering that about 95% of all presentations were virtually unwatchable because they were: poorly designed, illogical, overly confident, or just downright bad- she decided to take a stand. She developed this training course to encourage more skill and diversity on stage.

Originally coming from the USA, Bree has worked in the USA, UK, Australia, Germany, and spent 10 years working in China.