

Making the most of your presentation



Jean-luc Doumont provides help with and runs training sessions on effective oral presentations, written documents, graphical displays, and related topics of scientific, technical, or business communication. He also trains instructors and facilitates any process in need of structuring. In hundreds of sessions, he has addressed audiences of all ages, backgrounds, and nationalities, in English, French, Dutch, and Spanish. He is an engineer from the University of Louvain and a doctor in applied physics from Stanford University.

Oral presentations have (potentially) more impact than written documents or electronic exchanges, for they favor a richer rapport with the audience, thanks to the speaker's physical presence and ensuing nonverbal communication.

Yet many speakers are at a loss to tackle the task effectively, for lack of suitable reference points. Systematic as they otherwise can be in their work, they go at it intuitively, sometimes haphazardly, with much good will, but too seldom good results.

The seminar proposes a five-step methodology that leads to effective presentations:

- Planning
- Designing the presentation
- Creating visuals
- Delivering the presentation
- Answering questions

It also offers tips on how to handle nervousness.

9:00am – 10:30am

Friday, May 5, 2006

Keck Amphitheater

Beckman Center