



Become An Engaging Presenter!

Learn About the Art of Presentation Using AgLearn!

Excellent presentation skills are essential in the workplace. Presentation combines both visual and verbal elements. It is the way we "exhibit" our message to a live audience. Learn how to present effectively using AgLearn!

+ [Basic Presentation Skills: Planning a Presentation](#) (1 hour)

Positive concern about the impact of a presentation can spur presenters to raise their game, enabling them to get the desired results. For example, a presentation can be immeasurably improved if you devote sufficient time and attention to three key steps - analyzing your audience, organizing your ideas, and selecting an appropriate presentation method. This course describes how to plan effectively for a presentation by carrying out these steps.

+ [Basic Presentation Skills: Creating a Presentation](#) (1 hour)

Among the fears that people have about giving a presentation is that they will get mixed up, forget to make a key point, or repeat themselves. One way to avoid this is to have a sound structure. Once you have identified the purpose and audience for the presentation, and come up with some ideas for what to say, you can transform those ideas into a script or notes that will guide you through the presentation. This course describes how to make these key parts of a presentation – the introduction, support content, and conclusion – memorable and effective. It also explains the purposes for which different presentation aids are used, as well as how to use visuals appropriately.

+ [Basic Presentation Skills: Delivering a Presentation](#) (1 hour)

Excellence in presentation can be achieved when the standard of your delivery matches the quality of your content. You may have carefully planned and structured what you want to say, but if you deliver your message in a monotone while standing stiffly, you're probably not going to captivate the audience. This course describes how to make your delivery successful and memorable. It covers techniques for managing stage fright. also find out how to use your voice and body language to deliver your message clearly and effectively.

As with all AgLearn resources, these are available to all USDA employees at no cost to you!