



High Impact Presentations Course

Q&A

**Dale
Carnegie**

High Impact Presentations Course Q&A



How is the course structured?

This is an intensive two day course covering seven modules, taught by two instructors, where all your presentations are videot.

What happens in the classes?

We emphasis the coaching aspect of the training. This is where the magic lies. There are plenty of presentation training courses but nothing like the coaching you will receive in this course. One by one you get up and present. There is a video running as you do that. While you are presenting in the main room, you are getting coached. This allows you to make changes while you are delivering.

Just before you head off to the review room, your colleagues provide you with feedback. We don't do critique in Dale Carnegie. We accentuate the positive by focusing on what you did that was working well and how you could make it even better. This provides a safe environment in which you can experiment and challenge doing new things.

You review the video in the review room with your other instructor, immediately after you finish your presentation. Now you can see the difference pre-coaching and post-coaching. You can see your habits, how you come across, which areas need work. You take notes on each presentation on your tracking sheet, so you can work on these points in the following presentations.

Who will be my trainer?

We have 40 trainers, so depending on the trainer scheduling, it could be anyone of those 40. No matter who the trainer is they will have certain things in common:

1. They are all very friendly, supportive, patient and dedicated to seeing you make breakthroughs in this course, which will directly help you with your career.
2. They have completed a minimum of 250 hours of Train-The-Trainer to be certified to teach this course.
3. They must recertify each year to remain current to be able to teach.
4. The Trainer development process is ISO9001 certified and Dale Carnegie Training is the only International training company which has this strict certification.
5. The trainers are given VOC (Voice Of The Customer) scores as part of the participant feedback at the completion of the training. This allows us to compare across trainers both in Japan and around the world. This is an important part of ensuring we maintain the highest standards in the training industry.
6. The trainers are taking part in special training sessions with visiting Master Trainers, to keep everyone current and up to Dale Carnegie Training's demanding professional standards.
7. The trainers all have solid business backgrounds and real world experience, so they can quickly understand the issues facing the participants and can add extra value through their own insights.

What will we cover in the training?

The course curriculum is comprehensive – making you anywhere/anytime/any topic/any audience ready!

You will practice **How To Plan and Organise** professional presentations. Your first impression and your last impression should never be left to chance. You learn how to nail both.

Organising your thoughts and materials effectively and building your credibility through the use of evidence and visuals, will make you stand out in the crowd.

Creating and Maintaining a positive impression throughout your presentation is a must. Learn the secrets of the Pros about presenting a pleasing appearance, using your voice and body



language to drive home the points you want to make. From the start, build rapport with your audience, learn the critical skills and gain the ability to work with challenging audiences.

Confidence Sells! Be more natural and relaxed when making presentations. No more heart palpitations, sweaty palms or dry throats for you. Learn how to communicate with an increased level of confidence. Also become more flexible and interesting as a presenter. Change your focus from you (and what is going wrong!) to your audience and what is right about you – see yourself now as competent and credible.

Communicate your ideas with Clarity and Force. Practice how to speak more clearly and concisely. Make written text come alive and be able to speak with conviction.

Sell Your Point of View, ideas, recommendations and inspire others. Be a motivator, able to lead the group to take specific action. Stop dreading Q&A and instead turn it into a powerful platform to showcase your ideas and professionalism. When you can hit a really nasty question out of the park, everyone is impressed!. The audience all know, if it was them, they would have been really struggling to handle such a hot one. Your new ability now allows you to stand out above the crowd.

- You can select from 12 proven opening techniques to connect with the audience immediately, winning them over straight away, eliminating your nervousness at the start.
- You can choose from 8 ways to close the presentation, leaving your audience with a lasting positive impression



about you and your ideas, building your reputation and career.

- You can control the Q&A, professionally handle whatever is thrown at you, take the most diabolical questions and handle them beautifully, inspiring more self-confidence when talking to groups.
- There are additional follow-up sessions built into the Course, to help you to cement what you have learnt and keep pushing forward.
- You receive a 35 page reference tool that covers:
 - introducing and thanking a speaker
 - presentation planning sheets
 - tips on visual design
 - tips on visual delivery
 - support tools
 - presentation handouts ideas
 - handling interviews
 - how to present when seated
 - guidance on room setup
 - best practice bibliography for the further reading



Sessions Outline

Module 1	Creating a Positive First Impression	Module 5	Motivating Others to Action
Module 2	Increasing Credibility	Module 6	Responding to Pressure Situations
Module 3	Presenting Complex Information	Module 7	Inspiring People to Embrace Change
Module 4	Communicating with Greater Impact		



Is there a manual?

Yes, we will have a manual waiting for you when you arrive for your first class. As you will quickly see, the manual is not a heavy textbook with lots of printed text. It is a guide and the bulk of the teaching is using the manual only as a base. The sessions are led by the instructors, fleshing out what the manual covers. There is a lot of space in the manual for your own design and input to get you thinking about key subjects.

What Do I Need To Bring?

Bring a pen.

Is There Homework?

Yes! You will have some preparation on the evening of Day One for presentations you will make on Day Two. Another part of the homework is after the Course is over is to read through the text book provided:

- The Quick And Easy Way To Effective Public Speaking

The style of writing Dale Carnegie employed, makes this book very easy and fast to read.

When do I get the course materials?

They will be there waiting for you in a bag when you arrive at your first class.

How many people will be in the class and what sort of backgrounds do they have?

We usually have up to around 14 people per class.

We mainly have people in their late 20s to their 50s in the class. The largest majority will be in their 30s and 40s. Mainly a 60/40 split between men and women. The work background is quite broad across all varieties of industries. Often, the participants have been promoted into management positions and are looking for help with their communication skills. They could be company owners looking for greater ability to motivate their team members. They could be leaders who need to be the public face of the organization or have to handle the media. The variety of backgrounds creates a very rich environment of experience and perspectives and really adds a lot of value to the overall experience. It is not uncommon to be doing the course alongside the President or a senior leader of a company.

What happens if I am late for class?

We understand that sometimes things come up and you might be late, but please try to get there on time. We start exactly on time and we don't wait.

What happens if I miss a class?

We have a system where you have two years to make up a missed session. If there is something pressing at work, then try

to make the class the priority and have the work fit in around the training, rather than the other way around. The course gives you strategic value that impacts your whole career. The overall value component compared to a single work task is heavily weighted in favour of making the extra effort to make all sessions.

How many classes do I have to attend in order to graduate?

When you complete all sessions, then you are eligible to receive your graduation certificate. Remember you do have two years to complete the make-up classes.

Where is the venue?

If the course location is in Tokyo, then the venue is very conveniently located in Minato-ku. Training is conducted at our High Performance Center in Akasaka. We are on Roppongi dori, directly opposite the ANA Hotel. Tameike Sanno station is very close (about a 10 minute walk). It is easily accessed by a number of connecting lines such as the Namboku line, the Ginza line, the Marunouchi line and the Chiyoda line. JR Shimbashi is two stops away on the Ginza line. Roppongi Ichome station on the Namboku line is only a few minutes walk away as well.

If the Course is being held outside of Tokyo, you will receive a map and instructions on how to get there.

What is the dress code?

Business wear during the week. For classes on weekends, please wear business casual.

How long are the classes?

Each module is around 90 minutes, with breaks in between. Lunch is usually an hour. The pace of the classes is quick, so the time just flies by!

How do I contact Dale Carnegie Training if I need to get in touch?

For any enquiries please call us on 03-4563-1963 or email us at contact@dale-carnegie.co.jp

