# STORY BOARD

## MASTERING THE ART OF PRESENTATION
### DEVELOPING CONFIDENCE AND CHARISMA

Created & Designed by Jane Lowe- April 2023

# MEET OUR TEAM

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# STORYBOARD (SPECIFICATIONS)

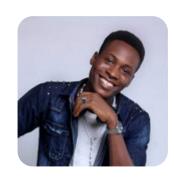| | |
|---|---|
| **PROJECT NAME** | Mastering the Art of Presentation: Developing Confidence and Charisma |
| **AUTHORING TOOL** | www.hicreo.ai |
| **TARGET DEVICE** | Desktop or Notebook |
| **FONT** | Barlow<br><br>Font Size<br>• Title: 20<br>• Sub-title: 15<br>• Body: 12 |
| **SCORM VERSION** | 2014, 2nd ed. |
| **AICC** | NA |
| **SECTION 508** | No |
| **BOOKMARK** | Yes |
| **PUBLISH AS** | Standalone, LMS |
| **IMI LEVEL** | IMI LEVEL 1 |
| **ASSESSMENT** | |
| **Others** | |

# STORYBOARD  (VERSION CONTROL)

| ver 1.0 | 4/1/23 | Jane Lowe | Document created. |
|---|---|---|---|
| ver 1.1 | 4/4/23 | Jane Lowe | Per client request, course font changed from Arial to Railway. |
| ver 1.- | -/-/—— | - | - |
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| Mastring the Art of Presentation: Developing Confidence and Charisma | | |
|---|---|---|
| Home | SLIDE #: | 1 |

(Note)

- Course title
- START button

(On-Screen)



| Audio | Narration Script |
|---|---|
| Home_01 | Welcome to "Mastering the Art of Presentation: Developing Confidence and Charisma." This eLearning course is designed to help you develop the skills and confidence you need to deliver effective presentations that engage your audience and achieve your goals. |
| Home_02 | Whether you are new to presentations or an experienced speaker, this course will provide you with practical tips, techniques, and tools to help you plan, prepare, and deliver presentations that make an impact. |
| Home_03 | In this course, you will learn how to:<br>• Understand the basics of presentation<br>• Plan and prepare a presentation that meets your goals<br>• Deliver a presentation with confidence and charisma<br>• Enhance your presentation skills through effective Storytelling, humor, and audience engagement |
| Home_04 | By the end of this course, you will have the skills and confidence you need to deliver presentations that get results. So, let's get started! Click on the "START" button to begin. |

| Overview | SLIDE #: | 2 |
|---|---|---|

(Note)

- Text on screen: Whether new to presentations or an experienced speaker, "Mastering the Art of Presentation: Developing Confidence and Charisma" is the ideal eLearning course for anyone looking to improve their presentation skills and make a lasting impression.

(On-Screen)



| Audio | Narration Script |
|---|---|
| L1-01 | Presentation skills are essential for success in both personal and professional life. Effective presentation skills can make a big difference, whether you are delivering a sales pitch, giving a presentation at work, or speaking in front of a large audience. |
| L1-02 | "Mastering the Art of Presentation: Developing Confidence and Charisma" is an eLearning course designed to help you develop the skills and confidence you need to deliver effective presentations. The course covers the basics of presentation, including types of presentations, planning and preparation, and delivering the presentation. |
| L1-03 | In addition to covering the basics, the course also focuses on enhancing your presentation skills through effective Storytelling, humor, and audience engagement. The course concludes with a review of key learning points, final thoughts, and assessment opportunities to reinforce the learning. |
| L1-04 | Upon completion of this course, learners will be able to:<br>• Understand the basics of presentation, including types of presentations and the importance of effective presentation skills.<br>• Plan and prepare a presentation that meets their goals and effectively communicates their message to their audience.<br>• Deliver a presentation with confidence and charisma, using effective body language, non-verbal communication, voice projection, and pace.<br>• Enhance their presentation skills through effective Storytelling, humor, and audience engagement.<br>• Evaluate their presentation skills and identify areas for improvement. |

| Lesson 2: Understanding the Basics of Presentation | | |
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| Definition of Presentation | SLIDE #: | 3 |

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| Lesson 2: Understanding the Basics of Presentation | | |
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| Importance of Presentation Skills | SLIDE #: | 4 |

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| Types of Presentations | SLIDE #: | 5 |
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| Lesson 3: Planning and preparation | | |
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| Defining the Purpose and Goals of the Presentation | SLIDE #: | 7 |

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| Lesson 3: Planning and preparation | | |
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| Creating a Presentation Outline | SLIDE #: | 8 |

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| Cathering and Organizing Content | SLIDE #: | 9 |
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| Confidence-Building Techniques | SLIDE #: 10 |
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| Body Language and Non-Verbal Communication | SLIDE #:  11 |
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| Voice Projection and Pace | SLIDE #:  12 |
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| Engaging the Audience | SLIDE #: | 14 |
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| Handling Nerves and Distractions | SLIDE #: | 15 |

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| Handling Questions and Objections | SLIDE #: | 16 |
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| Mastring the Art of Presentation: Developing Confidence and Charisma | | |
|---|---|---|
| Summary | | SLIDE #: 17 |

(Note)

- Upon successfully passing the quiz, a certificate of completion will be made available.

(On-Screen)



| Audio | Narration Script |
|---|---|
| Sum_01 | Congratulations on completing "Mastering the Art of Presentation: Developing Confidence and Charisma!" We hope you have gained valuable insights, skills, and confidence to help you deliver effective presentations that impact you. |
| Sum_02 | Throughout the course, we have covered the basics of presentation, including types of presentations, planning and preparation, delivering the presentation, and enhancing your skills through effective Storytelling, humor, and audience engagement. |
| Sum_03 | We hope you have found the course informative and engaging and are now equipped with the knowledge and skills you need to deliver presentations that achieve your goals. |
| Sum_04 | As you continue developing your presentation skills, keep practicing and seeking opportunities to apply what you have learned. We wish you all the best in your presentation journey and look forward to hearing about your successes. |
| Sum_05 | Click NEXT to take the end of course quiz. |

# QUIZ INSTRUCTIONS

Questions: 5   |   Passing Score: 80% / 100%

Read each question carefully and choose the best answer for each one.

START

# 1. Which of the following is NOT a key element of a successful presentation?

Instructions: Choose the correct answer and submit your answer by clicking "Submit".

- a. Persuasiveness
- ☑ b. Technical jargon
- c. Connection with the audience
- d. Confidence

**Submit**

## Feedback ☑

**Correct**
That's correct. Technical jargon is not a key element of a successful presentation. Instead, a successful presentation should be persuasive, seek to connect with the audience, and delivered with confidence.

**Try Again**
That's incorrect. Please try again.

**Incorrect**
That's incorrect.

## Additional Setting

Multiple Response ☐         Randomize Answer Order ☐         Attempt ☑    Unlimited ⌄

## 2. What is the recommended number of slides for a 10-minute presentation?

Instructions: Choose the correct answer and submit your answer by clicking "Submit".

- ○ a.   20 slides
- ○ b.   15 slides
- ☑ c.   10 slides
- ○ d.   5 slides

**Submit**

# 3. When it comes to body language during a presentation, what should your posture be like?

Instructions: Choose the correct answer and submit your answer by clicking "Submit".

- ◯ a.   Relaxed and slouched
- ◯ b.   Upright and tense
- ✓ c.   Relaxed and upright
- ◯ d.   Slouched and tense

Submit

Feedback ✓

| Correct | That's correct. During a presentation, it's important to maintain good posture to project confidence and engage the audience. A relaxed and upright posture is recommended. |
| Try Again | That's incorrect. Please try again. |
| Incorrect | That's incorrect. |

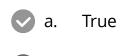Additional Setting

Multiple Response ☐          Randomize Answer Order ☐          Attempt ✓   Unlimited ⌄
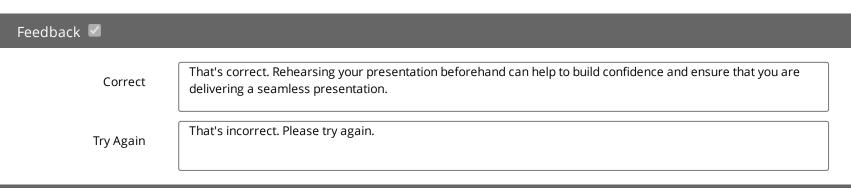
# 4. A great way to build confidence before a presentation is to rehearse your content beforehand.

Instructions: True or False. Choose the correct answer and submit your answer by clicking "Submit".

- ✓ a.   True
- ○ b.   False

**Submit**

## Feedback ✓

| | |
|---|---|
| Correct | That's correct. Rehearsing your presentation beforehand can help to build confidence and ensure that you are delivering a seamless presentation. |
| Try Again | That's incorrect. Please try again. |

## Additional Setting

Randomize Answer Order ☐          Attempt ✓          Unlimited ▾
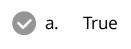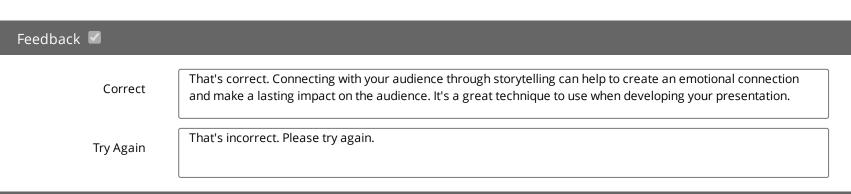
# 5. Connecting with your audience through storytelling can help to make a memorable impact.

Instructions: True or False. Choose the correct answer and submit your answer by clicking "Submit".

- ✓ a.  True
- ○ b.  False

Submit

## Feedback ✓

**Correct**

That's correct. Connecting with your audience through storytelling can help to create an emotional connection and make a lasting impact on the audience. It's a great technique to use when developing your presentation.

**Try Again**

That's incorrect. Please try again.

## Additional Setting

Randomize Answer Order ☐          Attempt ✓          Unlimited ⌄

# Quiz Result

You scored

## 80% / 100%

Congratulations, you passed.

Try Again     Review     Finish

# CERTIFICATE

## OF COMPLETION

*THIS IS TO CERTIFY THAT*

## YOUR NAME

*HAS COMPLETED THE COURSE*

## MASTERING THE ART OF PRESENTATION

DEVELOPING CONFIDENCE AND
CHARISMA

05-03-2023

DATE

hiCreo Learning Center

THE COMPANY NAME

SIGNATURE