



PRESENTATION SKILLS

Develop communication and training skills necessary for leading Lean.

This half day session is only for Lean Lead and Certified Lean Facilitator candidates. Participants will receive a handout in Week 1 which will help them prepare a 5-10 minute presentation on a Lean topic in Week 3 of the training. Class time is used only for observing and providing feedback on the presentations of the other participants and making presentations.

Pre-requisite: *Overview of Lean* must be taken prior to attending *Presentation Skills*.

Presentations Should Include:

- A 5-10 minute PowerPoint presentation meeting the guidelines in the Presentation Skills handout
- Visual aids such as handouts, flip charts, or props

Upon completion of their Presentations, participants will be able to:

- Use stories and examples to support the message in the material
- Create visually interesting and concise PowerPoint presentations
- Develop user-friendly handouts
- Effectively use props to enhance the material
- Control nervous jitters prior to and during the presentation