



**Interactive Workshop**

**Presentation, Instruction, & Facilitation Programs (PIFS)**



20-20 Services proudly offers our popular PIFS program. This program provides significant opportunity for each participant to apply (practice) the skills and techniques taught. The programs are highly interactive and instructor to participant ratios are 8:1 or lower. Each course is custom to the firm's needs.

**Program Information**

Program Duration	1.5 Days
Prerequisites	Prerequisite 1+ Yrs. Professional Exp.
Advance Preparation	None
Level of Instruction	Intermediate
Delivery Method	Group/Live
CPE Credit Hours	12 hours Communications & Marketing – 12

**Learning Objectives**

- List key characteristics and skills necessary for successful presentation, instruction and facilitation.
- Improve various platform and presentation skills.
- Describe and apply best practices for making presentations in select settings successful.

**Contact 20-20 Services**

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**PIFS - General Skills**

This course is designed for experienced public accounting professionals (Supervisors – Partners) who have a need to present information in a variety of settings, such as entrance / exit conferences, board meetings, speeches, and/or training programs.

<b>Core Presentation Concepts</b>	1 hour
• Identify characteristics and skills needed for success	
<b>Skills</b>	9 hours
• Platform and presentation skills such as eye contact, use of voice, movement, and others	
• Instruction techniques and facilitation skills	
• Multiple practice opportunities (varying lengths)	
<b>Designing Presentations</b>	1 hour
• Tips and suggestions for creating powerful presentation content and materials	
<b>Situational Best Practices</b>	1 hour
• Considering the various types of presentation situations and generating best practices for designing, organizing, and delivering in those settings	



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