IG

Illuminata Global

*Providing professionals with the skills required
to effectively present to Individuals and Groups.*

Brochure

IG Brochure

Overcoming Anxiety While Presenting

Do you experience intense anxiety while speaking virtually and/or in person? It is very common for people to feel some level of anxiety while presenting. If you experience anxiety while presenting, it doesn't mean that you're not prepared, professional, or knowledgeable. It simply means that you need the skills required to manage your anxiety while presenting.

By participating in this IG course, you will be provided with the skills to dramatically reduce your anxiety while speaking. Furthermore, you will be provided with reinforcement exercises that will continue the process of diminishing your anxiety, building your confidence in your ability to deliver a great presentation, day after day, month after month, year after year.

Why choose IG? We do not teach "performance-based" skills. Our methodologies are based in the science of speech. Our courses are designed to identify and restructure negative individual patterns of thought which exacerbate self-criticism, self-doubt, and anxiety. Our Senior Instructors will provide you with clear, obtainable goals, leading to long-term success.

Course Outline:

Do You Ever Feel That You Are Not Able to Deliver a Great Presentation?

Yes, you can! All you need are the skills to deliver a great presentation. By participating in this course, you will be provided with the skills required to keep your anxiety at a manageable level while delivering a clear, concise, and compelling presentation.

Showing Us That You're Nervous

It is not uncommon to "show" your audience that you are nervous. You may become flushed, begin shaking, etc. These are natural physical manifestations of feeling anxious. In this exercise, your Senior IG Instructor will provide you with the skills to not "show" your audience that you are feeling anxious.

Verbal Trigger: using IGs proprietary algorithms

Your Senior IG Instructor will analyze your unique speech pattern, identifying your unique verbal trigger(s). Your verbal trigger(s) will cause you to: go off- tangent, repeat yourself, use non-words (um & uh) excessively, and significantly increase your anxiety while speaking. By eliminating your verbal trigger though the use of IGs proprietary algorithms, you will significantly diminish your anxiety while speaking.

Responding to Questions

In this exercise, you will be introduced to critical techniques which will enable you to effectively address overtly challenging, passive-aggressive, off-topic, ambiguous, and/or repetitive questions. At the conclusion of this exercise, you will acquire the skills to effectively respond to any question, regardless of the question or the questioner, without displaying hostility, or losing control of the discussion.

Back to the Office: Face-to-Face Communication

Many of us have been working virtually during the Covid 19 Pandemic. This has caused a paradigm shift in how we communicate. Many organizations are now having their employees return to the office. Other organizations are providing a hybrid option of working virtually and in person. Whether your organization is solely returning to the office or providing a hybrid option, there will be a need to revisit and improve face-to-face communication skills.

Course Outline:

Anxiety: in-person speaking/presenting

We've been in a virtual environment, perhaps for over two years. We now need to revisit our face-to-face communication skills as we return to the office. That might cause us to feel a little anxious. In this exercise, your Senior IG Instructor will provide you with the skills that will enhance your ability to control your nerves, dramatically enhancing your ability to effectively present and/or speak in person.

Team Meetings

Virtual meetings offer their own advantages and disadvantages. Virtual meetings allow us to connect with our team members and clients across the world without having to travel. However, meeting in person allows us a greater ability to establish and build interpersonal relationships. In this exercise, your Senior IG Instructor will guide you through the process of revisiting and improving your verbal and non-verbal communication skills.

Eye Communication

It is critical to utilize sustained eye contact. Often, we fall into a pattern of "scanning" the room. When we scan, we may think that we are making sustained eye contact with our audience when in fact we are not. At the completion of this exercise, you will utilize effective sustained eye contact with each audience member throughout your presentation.

Effective Body Language and Gestures

In this exercise, you will be introduced to IG's "Ten Essentials" of effective body language and gestures which will dramatically enhance your ability to project an authentic presence.

Personal Stories

Personal stories help to humanize the speaker, increasing your ability to connect and engage with your audience. A personal story can be emotional. However, it does not need to be emotional to be effective. In this exercise, your Senior IG Instructor will guide you through the process of developing personal stories which have a direct link to your previous, current, and future contributions to your organization.

High-Stakes Presentation Skills

Participating in this course will dramatically increase your ability to develop and deliver an effective high-stakes presentation. Utilizing IGs content development tools, you will develop and deliver clear and compelling presentations to key decision-makers, team members, clients, and senior leaders.

Course Outline:

Storyboarding

Your audience may become disengaged when they do not fully understand complex topics. In this exercise, utilizing IGs "Storyboard," you will develop content that clearly explains complex topics, theories, and/or data.

Creating and Presenting Relevant Content: Knowing Your Audience

It is essential to create content that is relevant to your target audience. You must tailor your content to address/solve a critical business issue(s) that is relevant to your target audience. In this exercise, using IGs "Content Analysis" tool, you will analyze and develop content that clearly addresses previous and current business issue(s) which directly impact your target audience.

Presenting to Key Decision-Makers, Team Members, and Senior Leaders - - at the same time.

It can be a daunting challenge to develop and deliver an effective presentation to an audience with participants from various departments across your organization. Utilizing IGs "Multiple Audience Analysis" tool, you will create and deliver a presentation that addresses the various needs of your audience.

Influencing Key Decision-Makers

How can you create and deliver a presentation which dramatically enhances your ability to influence key decision-makers? Utilizing IGs "Persuasion Blueprint," you will develop content that will do just that, even when you are not a part of the decision-making process.

Non-Verbal Communication: Body Language, Gestures, and Facial Animation.

In this exercise, you will be introduced to IGs non-verbal communication techniques, which will dramatically enhance your non-verbal communication and authentic presence, while delivering a presentation.

Eye Communication

In this exercise, your Senior Instructor will introduce you to IGs "Effective Eye Communication" tool, which will provide you with the skills to utilize sustained and effective eye communication while delivering an in-person presentation.

Responding to Questions

In this exercise, you will be introduced to critical techniques which will enable you to effectively address overtly challenging, passive-aggressive, off-topic, ambiguous, and/or repetitive questions. At the conclusion of this exercise, you will acquire the skills to effectively respond to any question, regardless of the question or person who asked it, without displaying hostility or losing control of the discussion.

Presenting to Senior Leaders

Our course is specifically designed for those who need to improve their ability to influence Senior Leaders in their organization. By taking this course, you will acquire the skills to effectively create and deliver a clear, concise, and compelling presentation to Senior Leaders.

Course Outline

Story Boarding

IGs "Story Board" is a structured process that allows for the organic development of content for a presentation to senior leaders. In this exercise, you will create content that addresses increasing profitability and productivity, risk, return on investment, long and short-term vision, data integrity, milestones, and accountability.

Elevator Pitch

Using IGs "Executive Briefing Tool," you will design and deliver a clear and concise elevator pitch that is no longer than two minutes in length.

Explanation of Complex Information

We are likely to fully comprehend complex information if that information is delivered in a clear, concise manner. In this exercise, your Senior IG Instructor will provide you with the skills to effectively deliver complex concepts, data, topics, and theories, translating them into content that is clearly understood, engaging, informative, and memorable.

Articulating Your Contributions

In this exercise, you will develop and deliver content that effectively highlights your contributions to the productivity and profitability of your organization.

Impromptu Speaking

It's common to repeat yourself, go off on tangents, or become overwhelmed by nerves when you're asked to speak without sufficient time to prepare. In this exercise, utilizing IGs "Impromptu Response Method," you will dramatically enhance your ability to quickly formulate and deliver a clear, concise, engaging talk, even when you are not prepared to do so.

Defending Your Data

In this exercise, you will dramatically enhance your ability to effectively respond to questions and/or statements that challenge the accuracy or reliability of your data in a calm, clear, and effective manner.

Reading Your Audience

An accurate "read" of your audience may have nothing to do with audience members' facial expressions. How can you get an accurate read of your audience? There are ways to get a true read of your audience. In this exercise, you will be introduced to IGs "Top Ten Audience Reads," which are tangible, universal, and accurate.

Dynamic Virtual Presentations

By participating in this course, your Senior Instructor will provide you with the skills to effectively create and deliver a clear, concise, and compelling virtual presentation.

Course Outline

Effective Speech in a Virtual Environment

Virtual presentations are different from in-person presentations. Therefore, it is critical to present your content in a different manner. In this exercise, your Senior IG Instructor will introduce you to IGs "Ten Key Vocal Techniques," which will dramatically enhance your ability to deliver clear, concise, and compelling content - - in a virtual environment.

Non-Verbal Communication: Body Language, Gestures, and Facial Animation.

In this exercise, you will be introduced to IGs effective virtual non-verbal communication techniques, which will dramatically enhance your non-verbal communication and authentic presence, while delivering a virtual presentation.

Eye Communication in a Virtual Environment

In this exercise, your Senior Instructor will introduce you to IGs "Effective Eye Communication in a Virtual Environment" tool, which will provide you with the skills to utilize sustained and effective eye communication while delivering a virtual presentation.

Presence in a Virtual Environment

It can be difficult to define "presence." However, there are identifiable verbal and non-verbal skills that will enhance your presence in a virtual environment when effectively used. In this exercise, you will be introduced to IGs "Enhancing Your Virtual Presence" tool, which will enhance your presence in a virtual environment.,

Responding to Questions

In this exercise, you will be introduced to critical techniques which will enable you to effectively address overtly challenging, passive-aggressive, off-topic, ambiguous, and/or repetitive questions. At the conclusion of this exercise, you will dramatically increase your ability to effectively respond to any question, regardless of the question or person who asked it, without displaying hostility or losing control of the discussion.

Functionality

In this exercise, you will be introduced to IGs "Five Virtual Essentials" tool, which will dramatically enhance your ability to utilize effective body language in a virtual environment.

Putting Your Best Face Forward

In this exercise, your Senior IG Instructor will introduce you to effective camera placement, lighting, backgrounds, and camera angles which will dramatically enhance your visual presence.

Preventing Distractions: checklist

In this exercise, your Senior IG Instructor will provide you with IGs "Virtual Checklist," which will prevent the most common visual and audio distractions from occurring during your presentation *(notifications, pop-ups, doorbells, cell phones, children, pets, background noise, etc.).*

Storytelling

Storytelling will dramatically increase your ability to effectively inform, engage, inspire, and persuade your audience. Storytelling also helps to humanize the speaker, increasing your ability to connect and engage with your audience. Furthermore, storytelling dramatically increases your ability to effectively explain complex concepts, data, topics, and/or theories. Utilizing IGs "Storyboarding" tool, you will develop and deliver compelling, engaging, inspiring, informative, and memorable stories.

Course Outline

Personal Stories

Personal stories help to humanize you, increasing your ability to connect and engage with your audience. A personal story can be emotional. However, it does not need to be emotional to be effective. In this exercise, your Senior IG Instructor will guide you through the process of developing personal stories which have a direct link to your previous, current, and/or future contributions to your organization.

Life-Changing Stories

Life-changing stories are about the people who have mentored and guided you to be the person you are today. In this exercise, your Senior IG Instructor will guide you through the process of developing a life-changing story that has shaped you into the person you are today and how it has made you a better person and contributor to your organization.

Client Stories

An effective customer story must be about how and why you value your clients/customers. Your story must include why, when, and how you have valued your client. In this exercise, your Senior IG Instructor will guide you through the process of developing a story that clearly defines the value you provide your client.

Success Stories versus Stories of "Failure"

We should celebrate our successes. However, no one is perfect. We all make mistakes. We may learn more from our failures than our successes. It's not as important to highlight your mistakes compared to the lessons you have learned from those mistakes. In this exercise, your Senior IG Instructor will guide you through the process of developing a story that acknowledges the mistakes you have made, how you learned from them, and how those lessons learned have made you a better person and contributor to your organization.

Quest Narrative

A quest narrative is a story in which you have strived towards personal or business goals. Your story will detail how you faced multiple crises, obstacles, and/or personal and professional challenges along the way. In this exercise, your Senior IG Instructor will guide you through the process of developing your story, which details how you have risen in the face of multiple challenges and how that has made you a better person and contributor to your organization.

Effectively Deliver a Technical Presentation to a Non-Technical Audience

Our course provides you with the skills required to present technical information in a clear and informative manner to a non-technical audience. Under the instruction of your Senior IG Trainer, you will master the ability to present technical content to people who are not technically inclined. This will be achieved without diluting content or sacrificing critical details.

Course Outline

Creating and Presenting Relevant Content: Knowing Your Audience

It is essential to create content that is relevant to your target audience. You must tailor your content to address/solve a critical business issue(s) that is relevant to your target audience. In this exercise, using IGs "Content Builder," you will develop content that addresses previous and current business issue(s), providing a clear solution(s) that directly and positively impacts your target audience.

Presenting to a Non-Technical Audience

It's easy for a non-technical audience to be overwhelmed by a technical presentation. In this exercise, using IG "Technical Storyboard," you will create and deliver technical content to a non-technical audience.

Presenting the Data

Data is often the most important aspect of a technical presentation. Your data is likely the basis of your reasoning, calculations, and recommendations. It is essential that a non-technical audience clearly understand the data source(s) and the integrity of that data. Utilizing IGs "Data Tool," you will clearly explain your analysis of your data and how that data has led to your conclusion(s) and recommendation(s).

Defending Your Data

In this exercise, you will dramatically enhance your ability to effectively respond to questions or statements which challenge the accuracy or reliability of your data - - - in a calm, clear, and effective manner. In this exercise, you will develop several responses to potential questions or statements which challenge the accuracy or reliability of your data.

Responding to Questions

In this exercise, you will be introduced to critical techniques which will enable you to enhance your ability to handle overtly challenging, passive-aggressive, off-topic, ambiguous, and/or repetitive questions. At the conclusion of this exercise, you will have dramatically improved your ability to effectively respond to any question without being evasive, displaying hostility, or losing control of the discussion.

Reading Your Audience

An accurate "read" of your audience may have nothing to do with audience members' facial expressions. How then can you get an accurate read of your audience? There are, in fact, ways in which you can get a true read of your audience. In this exercise, you will be introduced to IGs "Top Ten Audience Reads," which are not subjective but tangible and universal.

Non-Verbal Communication: Body Language, Gestures, and Facial Animation.

In this exercise, you will be introduced to IGs effective virtual non-verbal communication techniques, which will dramatically enhance your non-verbal communication and authentic presence, while delivering a virtual presentation.

Audience Interruptions

In this exercise, your Senior IG Instructor will provide you with the skills which will dramatically enhance your ability to effectively addresses audience interruptions, side-bar discussions, repetitive questions, off- topic questions, and/or irrelevant questions.

One-On-One Coaching

Do you want to improve your presentation skills? Are you preparing for a high-stakes presentation? Are you preparing to speak at a large conference? Do you need to improve your communication skills? Do you not want to attend a group session? If so, our one-on-one coaching option might be the right fit for you.

Our one-on-one coaching is customized and designed to meet your personal and professional goals.

Our Process

Step One: We will set up a free, no-obligation assessment. We conduct our assessments virtually (conference call, WebEx, Microsoft Teams, etc.).

Step Two: A Senior IG Trainer will provide you with a free, no-obligation training plan based on their assessment and your personal goals.

Step Three: A Senior IG Trainer will submit their training plan for your approval or revision.

Step Four: You will make the decision to move forward with your training plan, or not - - it's up to you. No one will continue to follow up with you should you choose not to move forward.

Accent Reduction Training

Do you need to improve your ability to communicate with co-workers, colleagues, and clients? Do you feel that your accent inhibits you from delivering a clear presentation? If so, IGs customized Accent Reduction course will provide you with the skills and tools to communicate clearly, in any business situation.

Our customized, one-on-one Accent Reduction course is designed to help non-native American English speakers tackle American Business English.

This course is taught by experienced IG linguistic experts. Using standard American Business English, regardless of your native language, you will acquire the skills to communicate clearly, concisely, and effectively.

Our Accent Reduction course is designed to accommodate your schedule. Training sessions are conducted via conference call, allowing you to complete your training from any location at your own pace.

Our Process

Step One: We will set up a free, no-obligation assessment. We conduct our assessments virtually (conference call, WebEx, Microsoft Teams, etc.).

Step Two: A Senior IG Trainer will provide you with a free, no-obligation training plan based on their assessment and your personal goals.

Step Three: A Senior IG Trainer will submit your training plan for your approval or revision.

Step Four: You will make the decision to move forward with your training plan, or not - - it's up to you. No one will continue to follow up with you should you choose not to move forward.

Course Overview

During your one-on-one sessions, you will acquire the skills to use your mouth, teeth, and tongue to form clear vowel and consonant sounds. You will also acquire the skills required to modify your intonation and stress patterns, increasing your ability to speak clearly and effectively.

IGs method is based on a comprehensive individual analysis that identifies key areas that need improvement in your everyday speech: pronunciation, rate of speaking, and detrimental speech patterns.

Using existing sound patterns, you will establish new patterns of what linguists term "oral motor behaviors." That means breaking old speech habits and creating new and better patterns.

It's an intensive process that requires daily practice. That's why our Accent Reduction training is concentrated, customized, and designed to meet your personal and professional goals.

Public Seminar Schedule 2022

Presenting To Senior Leaders

Boston	7/12/22
Chicago	7/25/22
Houston	8/10/22
New York, New York	9/15/22
San Francisco	11/2/22
Singapore	8/16/22
Hong Kong	8/17/22
London	8/19/22

High Stakes Presentation Skills

Chicago	7/20/22
New York, New York	8/11/22
San Francisco	7/27/22
Singapore	7/7/22
Hong Kong	7/19/22
London	9/7/22

Storytelling

Chicago	7/13/22
New York, New York	9/14/22
San Francisco	8/18/22

Dynamic Virtual Presentations

Chicago	7/7/22
New York, New York	7/19/22
San Francisco	9/7/22
Singapore	8/10/22
Hong Kong	9/15/22
London	11/2/22

Effectively Deliver A Technical Presentation To A Non-Technical Audience

Chicago	7/26/22
New York, New York	11/3/22
San Francisco	11/4/22

Click Here to Register

If you have any questions, please give us a call or send us an email:

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