

Presentation Skills

Duration: 2 Days

Maximum 8 delegates

About the course

This course is designed for managers and staff who are required to make presentations with impact to large groups, clients or staff. Delegates are required to have a potential (or actual) presentation requirement around which practical solutions will be created during the course. The takes place over two days.

Who should attend?

All Levels

Course content

- **Day 1**
 - objective of presentation
 - outcomes
 - audience
 - structure
 - content - relevance - key statements - language - humour - flexibility - essentials
 - notes
 - personal presentation - overcoming nerves - building confidence - projecting enthusiasm - body language
 - audience psychology - knowledgeable groups - questions - audience motivation - audience participation
 - audio and visual technology
 - vocal skills - breathing and relaxation - pace, tone, pitch

- **Day 2**
 - brief overview of Presentation Skills
 - warm up presentation
 - structuring a presentation using own material/presentation
 - visual aids - why use them? - general guidelines - what is available? - tips for using each type
 - skills practice and feedback
 - questions - what will happen when questions are asked for?
 - techniques for taking questions
 - conclusion