

Presentation Skills

Often our success within business is dependent upon effective presentations. To achieve this success, the presenter must captivate the audience, communicate effectively and be seen as professional. The crucial elements of setting the right objectives and meeting the needs of the audience are explored in this course. Personal presentation styles are developed as well as handling the audience. The use of visuals and equipment are established. If we accomplish these goals, then we will obtain greater success within our organisation.

Who will the course benefit?

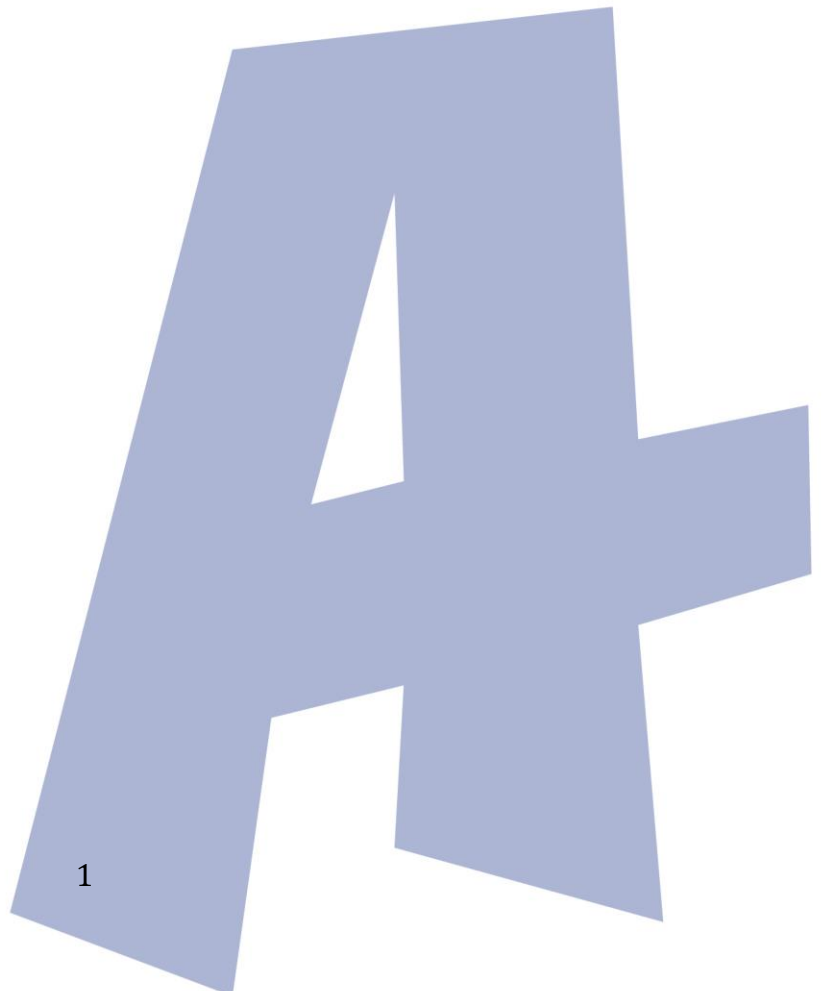
Anyone who as part of their role needs to prepare and deliver presentations and who need to develop and receive feedback on their presentation style.

Course Objectives:

To enable delegates to practise the skills of researching, preparing and delivering effective presentations.

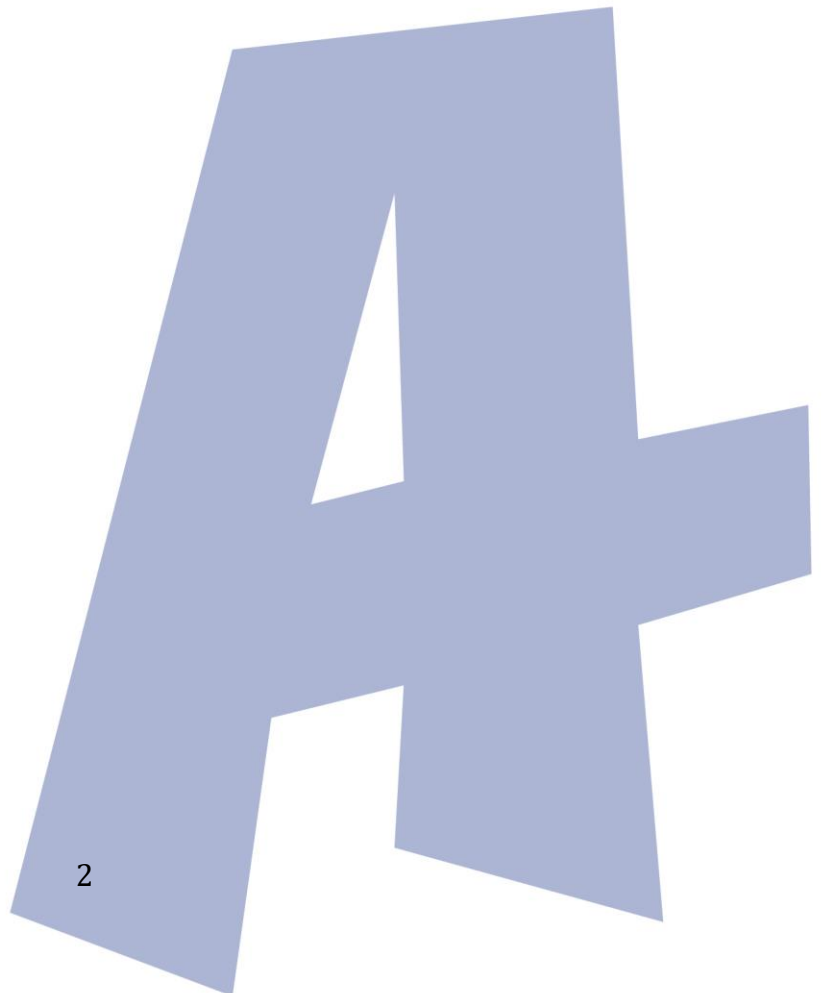
To develop confidence and emphasis.

Course Duration: 2 days



This course will enable delegates to:

- Develop a presentation from start to finish
- Understand their own presentation style
- Use a selection of visual aids and manage their use
- Stage manage their presentations to present a professional image
- Develop self-confidence when speaking in public
- Analyse approaches for handling audiences
- Develop emphasis and voice projection



Course Content

Day 1

Introduction

- Establish course and Personal Objectives
- Delegates introduce themselves with a 3 minute presentation

Developing Material

- Identification of barriers
- Setting objectives
- Structure of the presentation
- Planning and preparation
- Personal motivation
- Use of visual aids
- Developing visual aids
- Do's and don'ts of PowerPoint
- Creating the right environment
- Types and usage of equipment

Exercise

- Delegates review their presentation preparation and visual aids

Personal Presentation Techniques

- Styles of presentation
- Preparation of notes
- Approaches to presentation
- Use of body language
- Creating a confident and professional image
- Being yourself and using personality

Exercise

- Delegates conduct a presentation
- Review by tutor and colleagues
- Video recording will be used during the presentations, but the video will be viewed privately by the delegate.

Day 2

Emphasis

- Voice projection
- Voice variation
- Producing a convincing style
- Using precise and concise and accurate language
- Portraying confidence
- Thinking on your feet

Exercise

- Delegates take part in a series of fun and challenging exercises to implement and practice these techniques

Handling Questions and Objections

- Do's and don'ts of questioning
- Identifying techniques
- Dealing with objections
- Staying calm and in control
- Handling the audience
- Use of silence

Exercise

- Delegates conduct a presentation
- Review by tutor and colleagues
- Video recording

Building Rapport

- Control of the audience
- Analysing feedback
- Quick thinking
- Use of body language
- Perfecting style and approach

Exercise

- Delegates conduct a presentation
- Review by tutor and colleagues
- Video recording

