

Presentation Skills

Two Day Course

Who will benefit

This course is designed for people who need to inform or persuade audiences. The course is tailored to meet specific requirements of participants. Presenters who are required to stand in front of groups using PowerPoint and also those who deliver their presentations sitting down and talking to smaller groups, will benefit from attending. The training covers the skills involved in making an effective presentation, from preparation and planning, through to delivery and effective handling of questions.

Objectives

- Make presentations that capture and hold audiences' attention
- Use a logical and structured approach
- Deliver presentations with confidence and control.

Key topics include:

Structuring and Planning

- Recognising the traits of excellent presentations
- Using a logical approach and format
- Three phases of presentation structure
- Importance of planning and preparation
- Demonstrating clear objectives and purpose
- Measuring success

Assessing Your Audience

- Ensuring relevance to the audience
- Appealing to different learning styles
- The use of positive language
- Correctly gauging content and timings
- Retaining flexibility

Notes

- The prompt card and notes
- Explore techniques to adopt

Personal Presentation and Impact

- How to overcome anxiety
- Building confidence levels
- Projecting enthusiasm and personal commitment
- Use of gestures and body language
- Controlling the tone, pitch and speed of your voice

Assertive Styles

- Developing a positive and straightforward style rather than being aggressive or submissive

Visual Aids

- Preparing and using visual aids and handouts

Audience Participation

- Questioning techniques
- Handling difficult situations
- Planning for participation
- Introducing a controversial note
- The skills of facilitation

Audience Control

- Audience motivation
- Achieving effective audience management

Personality Projection

- Making the right impression

Practical Sessions

- Delegates conduct two presentations to be reviewed in trainer-led discussion

Action Plan

- Participants plan and discuss what they will do on return to work.