



Presentation Skills

Aims

This course is designed to give participants a full understanding of how to prepare and deliver an effective presentation. It is highly practical with opportunities for practice. Each delegate will receive individual coaching and feedback.

Objectives

By the end of this course you will be able to

- Speak to groups with confidence
- Know how to prepare an effective presentation
- Maintain audience interest
- Avoid common pitfalls when delivering
- Handle difficult questions
- Deliver presentations that achieve your objectives

Who Should Attend

Individuals who have little or no experience in preparing and delivering presentations or anyone who wants to brush up on their skills.

Course Content

- Clearing the way for understanding and avoiding the barriers to communication
- Meeting the needs of the audience - drawing on experience and imagination when speaking
- Using language correctly to ensure understanding
- Preparing for a Presentation: notes, timing and visual aids
- Practical tips on using visual aids for maximum effect
- The mechanics of speaking, breathing and voice production, using expression in voice and body, holding listeners' attention
- Handling question sessions and answering difficult questions positively and concisely
- Dealing with nerves and building confidence
- Action planning
- Individual coaching and feedback

Duration

2 Days