

Presentation Skills

A two-day workshop designed to assist participants in making presentations in an effective and structured manner

Who is it for?

Anyone wishing to improve their competence and confidence and enhance their credibility when presenting

What do I get out of it?

- ✦ Make presentations that capture and hold an audience's attention
- ✦ Speak to groups with greater confidence
- ✦ Implement a logical and creative approach when planning and preparing a presentation
- ✦ Design and use visual aids imaginatively
- ✦ Encourage and handle questions positively

Course Overview

- ✦ Day 1 is about the practicalities of planning and preparing for presentations – style, structure, content and visual aids
- ✦ Day 2 moves onto the delivery of a presentation and focuses on the skills involved – communication, impact, handling questions and audience participation

What's it about?

The workshop is interactive and through practical application, each participant will learn how to understand their listeners, organise content, eliminate "overkill", control nervousness, eliminate monotone and boredom, effectively use visual aids, control questions & answers, and obtain approval and action

