

Presentation Skills

Duration: 2 days

This training course will give you the confidence to deliver effective presentations. Learn how to overcome your fears and use problems to your advantage in order to give maximum impact with your presentation.

Course Objectives:-

Having completed this training course participants will be able to:

- Build presentations that create maximum impact.
- Use your nerves to enhance your presentation.
- Choose the right visual aids.
- Use your voice to greater effect.
- Recognize and transform problem areas.
- Handle your audience with confidence.

Course Content:

The Material:

- Establishing a clear purpose
- Using successful information gathering techniques
- Choosing the best route through your material
- Identifying the key points
- Creating strong openings and closings
- Knowing the pros and cons of different visual aids
- Making it big, bold and brilliant

The Presenter:

- Carrying out the 'essential checks'
- Presenting the 'right' image
- Using your words, tone and body language
- Working with the qualities of your voice
- Acknowledging and overcoming nerves
- Using relaxation techniques
- Using mannerisms and gestures to enhance impact

The Audience:

- Knowing your audience to develop presentations that appeal
- Building rapport
- Getting and keeping them on your side
- Working with questions
- Handling difficult people
- Understanding group dynamics