



Presentation Skills



Overview

This course offers simple, easy to practise tools to help you cope with nerves, get your message across memorably, structure your material for the best impact and present effectively to audiences of varied sizes. It is fun and effective with plenty of opportunities to develop and practise your skills in a supported environment.

Target Group

This course has been designed for those who currently have little or no experience of presenting but expect to have to take the plunge in the near future.

Objectives

By the end of this course delegates will;

- ✗ Have taken the first steps to becoming a good presenter
- ✗ Be able to control nerves and deal with common fears
- ✗ Be able to speak more confidently in front of an audience
- ✗ Know how to plan and structure a presentation and
- ✗ Know how to develop ideas
- ✗ Have enjoyed the experience!

Course Content

Below is an overview of the topics that are covered. Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.

- ✗ Introductions and personal objectives
- ✗ Good & bad habits
- ✗ Dealing with common fears
- ✗ Dealing with nerves
- ✗ Building self confidence
- ✗ Creating a confident impression
- ✗ Improving and developing your voice
- ✗ Speaking with confidence
- ✗ Using body language
- ✗ The key elements to structuring your presentation
- ✗ Defining your purpose
- ✗ Making a strong opening
- ✗ Selecting key points
- ✗ Knowing your audience
- ✗ Closing effectively
- ✗ Presentation practice - delivering a short presentation
- ✗ Evaluating presentations

Outcomes

Each delegate will receive individual and group feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice.