

Presentation Skills



Category: Communication

The ability to give an interesting, informative and persuasive presentation is a skill critical for many of us in business today. A memorable and moving presentation will make others think and be inspired to take action.

Duration

1 day

Course Objective

This practical course will provide you with the techniques to understand your audience, prepare adequately and deliver influential presentations in both formal and informal settings.

Who Should Attend / Target Audience

This course has been developed for anyone required to make business presentations for both formal and informal situations.

Learning Outcomes

- Plan, prepare and deliver a presentation
- Adjust your style to suit your audience and situation.
- Interact with the audience.
- Handle nerves and present with confidence.
- Deal effectively with difficult audience members.
- Create powerful audio/visuals.
- Evaluate the success of the presentation.

Related Courses

- Train the Trainer
- Workgroup Facilitation Skills
- Microsoft PowerPoint

Next Level Course

Effective Communication & People Skills

Availability

In House Closed Group Public

Version: 31/12/09

Course Content

What Makes a Great Presentation? - *what you think makes a good/bad presentation.*

How to Make an Effective Presentation - *six elements to consider.*

Steps in Preparing a Presentation - *prior preparation & planning prevents poor performance.*

"AUDIENCE" Analysis - *it's your key to success.*

Present Your Thoughts in a Compelling Manner - *focus your presentation around a purpose.*

Using Humour in Your Presentation - *hits and misses.*

Feeling Confident About Your Presentation - *build on your strengths.*

Dealing with Stress - *overcoming nerves.*

Making a Great First Impression - *your appearance, vocal techniques and body language.*

Creating Interactive Presentations - *encouraging audience participation.*

Dealing with Difficult Audience Members - *tips and techniques.*

Presentation Aids - *gain more impact.*

The Value of Evaluation - *if you ignore feedback improvement will never happen.*

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