

Presentation Skills



Program Focus

Presentation Skills is a highly interactive class, which takes the approach that the best way to learn presentation skills is by presenting multiple times with opportunities for feedback. The training will culminate with each participant delivering a short presentation. The programme uses the 3 F's of presentations: FIT - does the presentation fit the audience, FOCUS - what is your message, what do you need to get across? What do you want them to remember? and FLAIR - making the presentation engaging and memorable.

The objective of this programme is to develop personal presentation skills allowing you to look natural and confident when making presentations, not relying on PowerPoint to convey the message and its meaning.

Course Highlights:

Personal Presentation

- Looking confident and natural
- Dealing with anxiety and nerves
- Developing and using your voice
- Creating and maintaining interest

Structure

- Preparation – identifying your audiences needs and objectives
- Creating logical structure - Beginning, middle and end
- Skills for maintaining and momentum
- Creating interest from start to finish
- Asking and Answering questions confidently

Visual Aids

- Assessing and evaluating Visual aid options to support your message
- Professional tips for using Visual aids
- Good practice guidelines with powerpoint

Course duration – 2 days

Course Cost - £795.00 per delegate (plus VAT)