

Presentation Skills

Duration: 2 Days

Participants: 4-8

Who should attend: Any one new to presenting, or wishing to improve their skills

Aim: To enable participants to produce and deliver well prepared and professional presentations appropriate to their audience.

Objectives:

Having completed a programme participants will be able to

- > Speak with confidence
- > Structure their speech to enhance audience concentration
- > Prepare appropriately to ensure a professional presentation
- > Use visual aids and personal notes
- > Handle questions professionally
- > Plan for their development to improve style and delivery
- > Use their voice and body to improve impact

Key Content

What makes for a great presentation?

Through example, discussion and demonstration, participants learn the difference between mediocre and great presentations

Practical sessions with feedback and support

Participants are encouraged to deliver at least two presentations, and are provided with structured feedback to help them understand what they do well, and identify areas to try different approaches

Outline format

Day One

Diagnostic session

- > Participants lead with short presentations
- > Feedback and ideas for development

Structure and Preparation

- > Planning
- > Timing
- > Visual aids
- > Audience

Delivery Techniques

- > Voice
- > Body language
- > Notes
- > Questions
- > Confidence and nerves

Day Two

Preparation session

- > Guided preparation

Practical session

- > Participants deliver a revised presentation
- > Feedback

Review

- > Action planning

Further Information and Bookings

Please contact Denis Mahoney at Business Transformation (Training and Coaching) on 01903 784783 or 07766 333294 or be email at denis.mahoney@business-transform.co.uk.