



PRESENTATION SKILLS

Course Outline

Course overview and duration

Delivering professional and memorable presentations is a popular way of communicating across a wide range of business sectors. Having the confidence to deliver key messages that promote action in others is an important skill and vital to driving new initiatives forward.

This training may be delivered as a 1-day or 2-day course, depending upon the level of detail that is required to meet the desired learning objectives, and/or according to the number of delegates.

Who will benefit from this course?

This course is designed for anyone who has to deliver presentations as part of their role. Whether you are new to this or already have presentation experience, this course will help you to brush up your skills and boost your confidence in all areas of presenting.

What you will learn:

- Handling nerves and managing the psychological impact of presenting.
- Be prepared – know your key messages.
- Understanding your audience and their needs.
- Structuring your presentation with a powerful beginning, middle and end.
- Ensuring your key messages are delivered clearly.
- Using effective visual aids and activities during the presentation to keep your audience engaged.
- The delivery – understanding the power of communication and the '3Vs'.
- Handling audience questions.
- Dealing with difficult situations.
- Dealing with larger audiences.
- Live practice session with feedback.

All delegates will leave the training with a personalised action plan