



Presentation Skills

Who Would Benefit?

This programme is designed for either those who are either, new to presentation skills, or wish to 'refresh' and hone their existing skills. This highly participative programme will give strategies to overcome any fear of public speaking, producing a memorable presentation and recognise how verbal language influences the audience.

Objective

- Have strategies to overcome the natural fear of speaking to a group
- Recognise how verbal language influences listeners
- Produce a presentation that people will remember
- Deliver an effective short presentation.

Note: Delegates are asked to prepare in advance a 5 minute presentation that will be worked on during the training course.

Content

- **Introduction to presenting**
 - What skills and qualities do good presenters have?
 - What is an effective presentation?
 - What are the common mistakes people make?
 - What are my personal challenges to overcome?
- **Handling nerves**
 - How normal is it?
 - What makes me nervous?
 - What strategies can I use to tackle them?
- **Non verbal language**
 - What it is and why it's important
 - Your body language and what it says about you
 - How to stand and what to do with your hands
 - Matching verbal and non verbal language to get maximum result
- **Verbal Language**
 - It's not what you say but the way that you say it
 - Using your voice effectively
- **Visual Aids**
 - How and when to use them
 - What works and what doesn't
 - Avoiding "death by PowerPoint"
- **Constructing a presentation**
 - What am I trying to say?
 - What message do I want to leave with my audience?
 - The power of 3s
 - Starting and finishing effectively
- **Delivery tips**
 - Handling questions professionally
 - Using the venue/room
 - Using PowerPoint
 - Preparation and Practise

Duration

One day

Minimum Numbers

Three delegates