
Presentation Skills

Course Duration : 1 day

Course Overview

This interactive workshop enables delegates to develop and refine their presentation and public speaking techniques.

This course involves a high level of delegate participation.

At the end of the course, delegates will be able to plan, outline, and create a presentation. Delegates will also be able to recognise and apply effective presentation techniques.

Target Audience

- This course is aimed at anyone who needs to present to audiences in any environment. This course will benefit those new to delivering presentations and old hands alike. It will provide a structured and well-organised framework in which to acquire or develop the skills necessary to deliver effective presentations.

Prerequisites

- There are no prerequisites for this course.

Objectives

Delegates will be able to :

- Plan, outline, and create a presentation and be able to recognise and apply effective presentation techniques.

Course Content

Introduction

When do you use your skills?

Why are they important?

Preparation

Getting Acquainted with your Audience

Demographics

Attitudes, values and interests

Situation

Gathering audience information

Organising your Information

Introductions

Techniques that get attention

Conclusions

Finishing with a purpose

Outlining

The Presentation Environment

Using notes that work for you

Preparing notes

Practising with cards

Using cards during the presentation



Audio and Visual Techniques

Dealing with Nervousness

Sources of fear
Methods to combat fear
Covering up nerves

Verbal Communication

Barriers to good communication
Using your voice
Using language

Non-verbal Communication

Elements of non-verbal communication
Your body language
Reading other people's body language
Negative non-verbals

Persuading an Audience

Five steps to persuasion
Persuasion checklist

Are there any Questions?

When to take questions
Techniques for fielding questions

Other Courses in this Series

[Presentation Skills - Advanced](#)

Related Courses

[PowerPoint Essentials](#)

[Prezi Online Creating Professional Presentations](#)

Training Options

- Public scheduled courses at one of our training venues
- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- Relaxed refreshment area at our training venues
- Lunch and refreshments when training is delivered at our training venue
- Comprehensive course manual and exercises