

Presentation Skills

Overview This programme is about the application of best practices, principles and concepts in presentation skills.

High-level aims are to :

- Consider the key skills in effective presentations.
- Design and use appropriate visual aids.
- Discuss the techniques to command attention and hold interest for both small and large audiences.
- Practice through simulation and feedback.

Interactive content with strong focus on delegate contribution and work based practical application of key learning's.

Content

Preparation

(Gathering information, examining time constraints, planning for questions, preparation of equipment, rehearsal)

Structure of presentations

(introduction, development, conclusion)

Key Presentation Skills

(visual aids, controlling nerves, handling questions & interruptions, motivation, Non verbal communication, Voice, Language,)

Audience Involvement

Delegate practice

Review and Commitments

Activities cover : Pre and post course delegate activity

Duration 1 or 2 Day

Location Flexible



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