

People Skills



2 day
course

Presentation Skills

'Knowing & Influencing Your Audience'

Business scenario

You're standing there, ready to deliver that big presentation. How do you feel? A great presentation is one that informs, persuades and entertains. This course will enable you to present with confidence and professionalism – whatever the purpose.

Who will benefit?

Project managers, managers, sales people, customer service representatives and those wanting to increase confidence and enhance their skills in designing and delivering successful presentations.

Course objectives

By the end of this course you will be able to:

- Build presentations that create maximum impact
- Use your nerves to enhance your presentation
- Choose the right visual aids
- Use your voice to greater effect
- Recognise and transform problem areas
- Handle your audience with confidence

Course content

The material

- Establishing a clear purpose
- Using successful information gathering techniques
- Choosing the best route through your material
- Identifying the key points
- Creating strong openings and closings
- Knowing the pros and cons of different visual aids
- Making it big, bold and brilliant

The audience

- Knowing your audience to develop presentations that appeal
- Building rapport
- Getting and keeping them on your side
- Working with questions
- Understanding group dynamics
- Handling difficult people

The presenter

- Carrying out the 'essential checks'
- Presenting the 'right' image
- Using your words, tone and body language
- Working with the qualities of your voice
- Acknowledging and overcoming nerves
- Using relaxation techniques
- Using mannerisms and gestures to enhance impact

Course features

During this course you will plan, prepare and deliver two short presentations after which you will receive individual feedback. You will also receive a copy of your final presentation.

learning excellence, positive engagement...