

## Presentation Skills

90 min  
½ day

### 'Making a Positive Impact when Presenting'

**Business Scenario** Having the confidence and skill to competently present information in an interesting and professional manner is an increasingly required skill in the workplace. To build, structure and deliver an effective presentation takes time, planning, preparation and practice. The session is aimed at those wanting to present information with positive impact.

**Your Booster Session**

- Establishing a clear purpose
- Structuring your presentation logically
- Using successful information gathering techniques
- Planning and preparation to deliver effectively

**Action Planning - What will You do?**

In addition to joining in with discussions and exercises you will gain knowledge of the tools and techniques to help you create an Action Plan for future success.

**Flexibility of Delivery**

Active Knowledge Bites™ may be delivered pre-course, post-course or stand-alone; designed as motivational, thought provoking sessions for high impact information sharing and supported with relevant exercises, material and Action Planning to apply new ideas back into the workplace.

Sessions may be tailored and extended to a half-day course.

*Active Knowledge Bites™  
Turning Learning into Action...*

