

Presentation Skills

Duration: 1 or 2 days

This course will show you how to overcome your presentation fears and deliver with real impact. You will learn how to structure a presentation with your audience requirements in mind. Practical exercises throughout the day will help you see real progress and immediate results whilst group and trainer feedback offer individual support/coaching.

Group size 1 day: 6 participants (maximum)

Group size 2 days: 12 participants (maximum)

Who should attend this course?

Individuals who are required to produce and deliver presentations to others.

Course Objectives

Upon completion of this course participants will be able to:

- Gain a genuine confidence and self belief when delivering a presentation
- Plan a presentation in a logical manner with a clear focus on the desired outcome
- Attract and maintain the audience interest
- Control your body language and your nerves
- Control your speech with improved awareness of your vocal capacity
- Learn from other participants whilst also offering supportive feedback
- Practice and application of the content throughout the course to build both your competence and confidence

Course Outline

Planning the Presentation

- Identifying a clear objective
- Structuring a presentation with the end result in mind
- What holds an audience's attention and what sends them to sleep
- Use of notes and prompt cards
- Managing nerves

Structuring the Talk

- Introductions with impact
- Creating clear benefits for your audience
- Structuring your content
- Headlines, body and summary

- Use of pauses and silence
- Closing your presentation

Resources

- Producing supporting materials - quality not quantity
- Organising the environment
- Setting up

Delivering the Presentation (video equipment used)

- Standing and gesturing to look confident and credible
- Vocal skills to give authority and projection of voice
- Pausing to add impact
- Q&A sessions – handling them with confidence
- Practice sessions

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