

Presentation Skills

What do I need?

The desire to plan, prepare and deliver powerful presentations.

How long is the course?

1 Day

Who should attend?

Delegates who wish to develop professional presentations, and present to a group with confidence and impact.

Lesson 1: Define the objective of your presentation

Lesson 2: Presentation guidelines

Message preparation

- Structure & substance
- Brainstorming
- Organisational methods
- Communicating with graphics – static & dynamic information

Audience

- Know your audience
- Adapt your message delivery
- Communication styles & strategies
- Attention-getting techniques
- Using your voice
- Time constraints

Question & answer session setting

- Know your venue
- Know your equipment

Lesson 3: Glossophobia

Getting over stage fright

Lesson 4: Technology & visual aids

Pros & cons

Getting the best out of them