

# Course Outline | Presentation Skills 1 day

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1 day(s)

## Overview

This one day workshop is suitable for anyone who has to deliver presentations on a one-to-one or group basis. It teaches delegates the essential skills necessary to plan and build presentations, then to deliver them in the most effective way.

## Target Student

The course is designed for all types of professionals who need to present to audiences in any environment. The course focuses on a wide range of topics and will be extremely useful to new and experienced presenters alike.

## Course Outline

### Introduction

- Course overview
- Workshop objectives

### Creating a Lesson Plan

- Elements of good training design
- The need to maintain interest

### Setting Your Objectives

- What are you trying to do?
- Identifying your objective

### Understanding Your Audience

- A basic definition of your audience
- The importance of knowing your audience

### Building the Structure

- The consequences of bad preparation
- Tips on presentation structure

### Keeping it Interactive

- Choosing activities
- The use of games
- What to do when things go wrong

### Presentation Timing

- How to keep on time
- Keeping it flexible

### Controlling Your Nerves

- Why we get nervous
- Thinking positive
- Dealing with sticky situations
- Tips to combat nerves

### Presentation overview

- Preparing for the day

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- Learning from the day