

Course Outline | Presentation Skills

2 day(s)

Overview

The course offers the delegate the opportunity to analyse and practice the skills required to research, prepare and deliver effective presentations, and to acquire the necessary confidence and delivery techniques.

Learning Outcomes

- Organising and outlining a presentation
- Identifying and targeting the audience
- Determining and developing an effective presentation style
- Identifying and utilising different presentation tools
- Controlling and guiding the audience

Target Student

Anyone whose job role requires them to prepare and deliver presentations.

Prerequisites

No prior experience is assumed.

Course Outline

Planning a Presentation

- Defining Objectives and Content
- Identifying the Audience
- Targeting a Specific Audience
- Outlining and Detailing the Presentation Content
- Preparing Notes and Prompts

Presentation Techniques

- Examining Personal Styles
- Using Body Language
- Overcoming Barriers
- Voice Projection
- Variation and Emphasis
- Avoiding Jargon
- The Benefits of Rehearsing

Audience Control

- Questioning Techniques and Control
- Dealing with Objections
- Avoiding Awkward Situations
- Building Rapport
- Pre-empting and Analysing of Feedback
- Creating an Interactive Audience

Use of Presentation Tools

- Understanding the Purpose of the Presentation Tools
- Props not "Props"
- Ensuring Variety and Effect
- Quick Thinking and Improvisation

Practical Session