

COURSE OUTLINE

Presentation Skills

Who is it for?

This workshop is aimed at anyone who is new to delivering presentations or has a fear of standing up in front of an audience to present. Anyone who finds delivering presentations challenging or nerve wracking and wants to be able to deliver powerful presentations that achieve their results should attend this workshop.

What is it about?

Effective presentation skills are crucial in being able to communicate your ideas to large numbers of people. This workshop will demonstrate how you can overcome your reservations and deliver powerful presentations with real impact. You will learn how to both structure your content of the clarity and deliver that content for maximum impact.

What will it cover?

- The key factors of a successful presenter
- Identifying a clear objective
- Creating structure with the end in mind
- Focusing on quality not quantity
- How to obtain and hold the attention of your audience
- Notes and prompt cards – the dos and don'ts
- Dealing with pre-delivery nerves
- Creating an introduction with impact
- Identifying the benefits for your audience
- Structuring to create clarity: headlines, body and summary
- Using persuasive language, pauses and silence
- closing the presentation on a memorable note
- Stance and gesture – looking and feeling credible and confident
- Vocal skills – authority and projection of the voice
- Creating impact - pausing and emphasising
- How to handle and answer questions
- Essential tips on the use of visual aids

What will I learn?

- Gain genuine confidence and belief in your public speaking skills
- How to create a clear purpose to your presentation and structure for the desired outcome
- Preparation checklist

- How to gain and maintain the interest of your audience
- Essential skills for handling notes and prompt cards
- The opportunity to learn from others
- How to control your body language and hide your nerves
- Control your speech and become more aware of your vocal capacity

Duration

2 days