

Presentation Skills – 1 day



This 1 day intensive course tackles the planning and delivery of presentations in a direct and forthright way. The day is built on exercises designed to develop a positive and effective style whilst encouraging a great deal of participation and interaction from the delegates.

Course Objectives

Participants will practise and develop their skills in the areas of:-

- Projection, authority and credibility
- Generating impact and conciseness
- Speaking spontaneously
- Recognising gestures and mannerisms

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Benefits

At the end of the programme, participants will be able to:-

- Communicate directly and purposely at all levels in their organisation
- Plan presentations that are structured, relevant and accurate
- Maintain their poise when under pressure
- Design and use persuasive visual aids
- Be better at analysing their performance to improve and refine their skills

Presentation Pre Work

Delegates will need to bring with them, material that can be used in the preparation of a 5 minute presentation. This could form part of a work-related presentation that the delegate has or will need to present or an interest.

Classes are run with no more than 6 delegates as this will allow time for the delegates to deliver at least two presentations including time for preparation and feedback.