

## Deliver Confident & Impactful Presentations - 1 day

### Objectives

By the end of the course, each participant will be able to:

- Assess their own presentation skills
- Address key areas for development
- Recognise the purpose and components of impactful presentations
- Structure a presentation for maximum effect
- Deliver a presentation with confidence
- Use props for targeted impact

### Who will Benefit?

Anyone in your organization, who briefs teams, presents internally or externally and wishes to refine their existing presentation skills and develop new ones.

### Topics

#### Context Setting

- Self assessing current skills
- Identifying areas for development
- Recognising workplace needs and opportunities for presenting

#### Planning for Success

- Tackling nerves
- Identifying the purpose of the presentation
- Knowing what and how to best plan
- Scoping the structure of an impactful presentation

#### Mastering the Essentials

- Content
- Contact
- Control

### Delivering a Great Result

- Gaining and retaining the audience's interest
- Demonstrating confidence
- Using your vocal power
- Displaying positive body language
- Staying in command
- Handling questions with authority

### Using Resources to Great Effect

- Which to choose
- When to use
- How to control
- Using your key resource: your audience

### Making it Happen – How to Go from ‘Now’ to ‘Wow’

- Committing to a personal action plan.
- Identifying which specific activities to do differently tomorrow.
- Using the Implementation/Impact matrix so actions become reality.

### 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.**