

Presentation Skills

Often our success within business is dependent upon effective presentations. **To achieve success, the presenter must captivate the audience, communicate well and be seen as a professional. No skill opens more doors, creates more visibility or motivates more effectively.**

Objectives

Understand the importance of Self-Based Presentations

Appreciate what makes a great presentation

Understand the Theory of structuring a presentation

Use Visual Aids Effectively

Understand basic rules

Know Audience Management

Understand Work Related Presentations

Audience

This course is designed for anyone **who as part of their role needs to prepare and deliver professional presentations.**

Duration

This is **one or two-day day Presentation Skills** course. The course starts at **09:30** and runs until **16:30. Alternate timings** can be arranged upon request. The course can be held on a **date that suits you.**

Locations

Our **Presentation Skills** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe.**

Presentation Skills Course Outline

Introductory Self-Based Presentations

What Makes a Great Presentation?

The Theory of Structuring a Presentation

The preparation

Setting objectives

Determining content

Audience analysis

Timing

The structure

Introduction

Main body

Summary

Effective Use of Visual Aids

Why use visual aids

Types of visual aids

Basic rules

Advantages and disadvantages

Before the Presentation Begins

Logistics

Establishing rapport

P.M.A.

Non-Verbal Communication

Postures and Gestures

Facial expression/

Eye contact

Orientation/proximity

Appearance

Tone of voice and other aspects of speech

Copying with and anxiety

Distractions to avoid

Cue Cards vs Notes

Non-Work Related Presentations

Audience Management

Holding audience attention

Dealing with questions

Handling difficult situations

Things to avoid

Work Related Presentations

Evaluation

Why evaluate

Methods of evaluations

Self-appraisal

Impromptu Presentations