

Introduction

The need for effective presentation pervades almost all aspects of modern business - typically management, sales, technical, human resources. Yet many of those who are required to make presentations lack the confidence and skills to do so effectively.

Aim

To give delegates an introduction to and practice in the essential techniques for structuring and delivering high quality presentations.

Course Content

- The key elements of good presentation
- How to plan and structure a presentation
- Sticking to the plan and main message
- How to deliver effectively
- Body language
- How to select the most suitable presentation method
- Oral presentation without visual aids
- Presentation with visual aids
- Microsoft PowerPoint

Outcomes

Delegates will be able to:

- plan and prepare the opening, body, and close of a presentation
- understand the importance of a structured flow
- appreciate how their delivery impacts on the message
- understand how to read body language and how their body language is interpreted
- decide which method of presentation will suit the subject
- deliver a presentation with confidence
- use the appropriate visual aids, including Microsoft PowerPoint

Suitable for:

Managers, supervisors and staff for whom presentation skills are important to their job.

Prior Knowledge/training: None required

Course Duration: 1 day for basic skills, with optional second day for in-depth PowerPoint skills

Numbers: Minimum 6, maximum 10

