

## ***Presentation Skills Course***

### ***Course Description:***

Whether introducing a new product to a prospective client, reporting progress to key stakeholders, or presenting at a conference – the ability to clearly present a topic and to effectively communicate while standing in front of an audience is nowadays, a regular activity in most organisations. The aim of this course is to increase participants' awareness of the importance of planning for success. In addition, participants will become aware of their delivery style and potential areas for improvement through constructive feedback of presentation styles. Most of all, the aim is to instil confidence in their ability to create and deliver great presentations.

This course is highly interactive. Depending on the group size and duration of course, participants will have opportunity to deliver multiple presentations, both as individuals and as part of a group.

(A two days' course would allow for more presenting practice.  
Video-recordings can be made and used as learning tool if required.)

### ***Course Objectives:***

By the end of this course you will have

### ***Course Content:***

- ▶ Understanding how people learn and retain information.
- ▶ Understanding your audience and clarifying objectives.
- ▶ Building credibility through logic and emotion.
- ▶ Managing nervousness, body language, movement, voice control, breathing and posture

- ▶ Controlling Inner voice and beliefs
- ▶ Best known methods for Structuring and organising your ideas, opening/closing, main ideas, transitions.
- ▶ Preparation and Planning Checklist: Purpose, People and Planning
  - Presentation Types and structuring presentation
  - Importance of having a dynamic opening and conclusion
  - Awareness of information overload
- ▶ Using visual aids effectively
- ▶ PowerPoint: Aid or Slidument? 'Dos and Don'ts'
- ▶ Developing and polishing succinct presentation style.
- ▶ Handling the environment, disruptions and challenging behaviour
- ▶ Mastering the Q & A session
- ▶ Tips in presenting in meetings and through video/telephone conferencing.

**Audience:** This course is designed for participants who have some experience in Presentation Skills and wish to enhance their practice.

**Prerequisites:** None

**Course Duration:** 1 Day

Please contact us for any further information <mailto:info@inspiringways.com>