

Course Title: Presentation Skills

Aim

To explore the most up-to-date techniques in preparation, design and delivery of presentations; including audience management.

Who should attend?

The course is aimed at anyone who is delivering presentations as part of their role.

How long does the course last?

Presentation Skills is a one day (6 hour) course.

Course Content

- Practice presenting to group
- Feedback & self-reflection
- Using nerves in your favour
- Rapport-building skills
- Use of visual aids
- Question & answer skills
- Effective preparation for your presentations, including contingency plans
- Presentation design & development
- Tailoring content to your audience

By the end of the course, learners will:

- Be able to design and develop a presentation
- Understand the role of a presenter as a visual aid
- Know how to tailor content to the needs of the audience
- Use visual aids to add impact
- Build rapport with the audience
- Handle questions and answers, as well as challenges from the audience
- Effectively consider the logistics and requirements needed to prepare presentations