Presentation Skills
How to present with clarity and style
Duration: 1 to 2 days

Who should attend:

This programme is designed for anyone needing to present themselves, their product or their information in front of an audience. It will help to increase confidence and improve delivery style which will lead to presentations with more impact and clarity.

By attending this course you will be able to:

- Understand your audience

- Structure your content to deliver with more clarity

- Use techniques to deliver with more confidence

- Understand the options for using mixed media to deliver with more impact

- Practice the new skills in a safe and supportive environment (optional)

Programme Content and Style:

- What is your message?

- Who are your audience?

- The content storyboard

- Presentation design – media options; branding options; design principles

- Delivery style – how to engage your audience

- Preparing for the presentation – using notes or Mindmap tools; reducing nerves and increasing confidence

- Handling interaction with the audience – preparing to answer questions; handling difficult "customers"

- Optional – main points to consider when giving feedback on presentations (this can be covered if groups are feeding back to each other)

- Optional – 10 minute presentation to group

The programme consists of two elements:
1. One day course – max 12 delegates
2. An optional practical half day – max 6 delegates (this session involves each delegate delivering a 10 minute presentation in front of the group, who will then offer feedback)

The course is fast paced and interactive – there is plenty of opportunity to try out new techniques during the short practical sessions included in the 1 day course.

During the half day practical session you will get a chance to try out all the ideas for yourself and to have input from other delegates to help you develop your winning style.