

Presentation Skills

A workshop which introduces the theory and techniques behind good presentations and then moves into sessions designed to help delegates develop and improve their skills. The course makes use of video and playback to work on improvements required by individual delegates.

Suitable for:

All managers

Delegates are asked to prepare a 15 minute work-related presentation in advance.

Objectives:

- Understand the suitability of different forms of presentations
- Demonstrate what makes a good presentation
- Raise the quality of presentations in all areas

Programme:

- Planning the presentation
- Recognising your audience
- Writing the presentation
- Using visuals
- Setting up the room
- Presentation techniques
- Using your voice
- Dealing with nerves
- Question and answer techniques
- Five Ps of perfection presentation

Duration:

One day

Maximum:

Five delegates