

Professional Presentation Skills

What is it all about?

Presentations are now a routine part of business life but people are often worried or nervous about making them. Whether the delegates are presenting to large or small groups, internally or externally, they will learn how to plan, prepare and deliver their presentations professionally.

Participants are welcome to a copy of their video-recorded work and they should bring a blank 8mm VHS tape for the purpose.

Homework is an integral part of this course during the evening of the first day and the participants should be notified to bring any work related papers to enable them to prepare a business presentation.

How long?

2 Days

Who should attend?

Anyone who is involved in making verbal presentations. It is specifically aimed at those with little experience and no previous training but it could also serve as a useful refresher for the more practised presenter who wishes to review their technique.

What will you learn?

- Define Your Objective
- Understanding Your Audience
- Collecting Ideas
- Structuring the Presentation
- Introduction and Conclusion
- Managing Nerves
- The Art of Delivery
- Visual Aids
- Handling Questions
- Video Role Plays
- Personal Action Plans

training to make a difference