

Powerful Presentation Skills

Course duration/times

Two Days

Why attend?

This course will give you the confidence to return to the business and plan, design and deliver a confident and professional presentation.

Who should attend?

This course is targeted at professionals who present PowerPoint presentations to their customers. This is also ideal for individuals who present on a regular basis using other media.

Topics covered

Planning and preparation

- The importance of identifying a clear objective
- Structuring your presentation with the end result in mind
- Selecting material for quality not quantity
- The Dos and Don'ts of presenting
- Presenting behind the scenes
- Managing pre-delivery nerves

Structuring the presentation

- Introductions with impact
- Starting with a bang
- Creating clear benefits for your audience
- Structuring your content clearly
- Headlines, body and summary
- Using persuasive language
- Use of pause and silence
- Closing the presentation

The delivery

- Standing and gesturing to look confident and credible
- Vocal skills to give authority and projection to the voice
- Pausing and emphasis to add impact
- Question and answer sessions: handling them concisely
- Tips on using visual aids effectively
- Practice sessions: with video feedback

By the end of the course, delegates will be able to:

- Plan, design and prepare for a presentation
- Effectively choose which type of presentation will be best suited for the purpose of the presentation
- Confidently handle situations that arise throughout a presentation
- Deliver confidently an impressive presentation

Extra encouragement

If you just die at the thought of having to stand up and deliver a presentation to internal staff or to customers then you must attend this course. All the skills you will need are clearly explained throughout and you will be given endless tips and tricks on how to prepare yourself beforehand, controlling yourself during and concluding your presentation with style at the end. A great introduction to understanding all you need to know about presenting: even how to enjoy it!