



PRESENTATION SKILLS

PLATO ACADEMY

*Would you like to sharpen your presentation skills?
Want to learn some new approaches to creating & delivering presentations?
How effective are your presentations, and how do you know?*

Approach

In this "Communication Age" the creation and delivery of effective presentations is an essential skill in most organisations. This programme is designed for anyone wishing to fine tune their presentation skills. It is a practical programme where you have the opportunity to try a fresh approach and put it into practice.

The programme is a balance of solid theory and challenging practice. Participants make presentations during the programme and receive feedback on their performance. The use of video is optional for all participants.

Topics

- The Diamond Approach
- Design Your Presentation
- Develop Your Presentation
- Deliver Your Presentation
- Evaluation & Feedback

Training Objectives

At the end of the programme, you will be able to:

1. Innovate your presentations by understanding your stakeholders needs.
2. Create ideas for energising your presentations.
3. Design powerful visuals to support your presentations.
4. Make presentations effectively.
5. Evaluate and learn from your presentation experiences.

Duration

Two Days

If you would like to discuss any one of our programmes please call on +44(0)7803 299337 or email: info@craighilesconsulting.com



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Programme Schedule

Day One

Introduction & Welcome

- Programme Objectives
- Personal Objectives

Make Your Presentation (I)

The "Diamond Approach"

- Structure
- Systems
- Processes

Design Your Presentation

- The Purpose of Your Presentation
- Stakeholders Needs
- Situational Analysis

Develop Your Presentation

- Creative Thinking & Planning
- Structuring Presentations
- Preparing Presentations

Personal Action Planning

Reflection, Discussion & Action

Day Two

Welcome Back

Review of Day One

Deliver Your Presentation

- Personal Preparation – Stress Management
- Interpersonal Skills – Incl. Handling Hostility
- Practice & Rehearsal

Make Your Presentation (II)

Feedback Session

Presentation Hints & Tips

Evaluation & Feedback

Personal Action Planning

Reflection, Discussion & Action

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