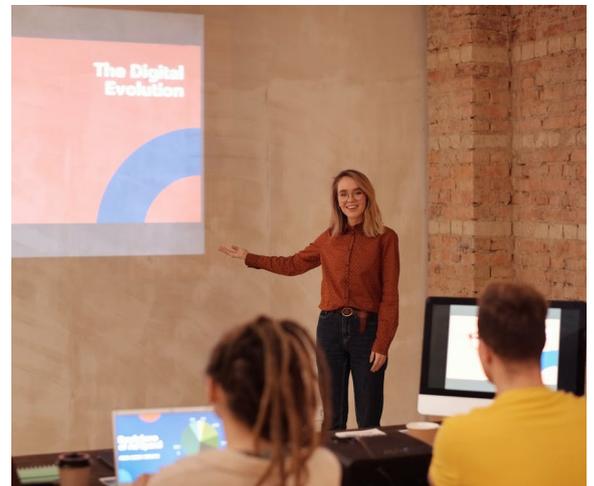# PRESENTATION SKILLS

"Learn how to design and deliver clear, compelling, and confident presentations."

Why you should attend this course

This **presentation skills** course covers how to improve the structure and substance of your message plus the style and standard to which it is delivered.

Key learning points include:

- Master the voice, body language and verbal skills of effective presenters.

- Learn to use practical methods to control nerves and anxiety.

- How to shorten the time it takes to design and develop a presentation.

- The correct way to structure any presentation – from five minutes to five hours.

- Ways of keeping to time, staying on track, and holding attention.

- Facilitate group discussions to get full and active participation with any audience.

- Tips and techniques for presenting online.

- Easy ways of maintaining audience interest, impact and retention by using stories, metaphor, humour and memory hooks

How you will benefit

Many people are required to make formal presentations from time to time. This can be a make sure you know the techniques of making effective presentations.

About the trainer and course format

This course will be delivered by an experienced trainer with a real expertise and knowledge in all aspects of presenting and public speaking. The course will be informal, engaging and include many practical activities.

Live online half-day training course: price: £95 plus VAT per person.

£195 per person for one-day classroom workshop, minimum three people, plus travel costs.

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Presentation Skills: Course Outline

- ✓ Two 90-minute modules live online
- ✓ Sixty-minute eLearning module.
- ✓ Expert trainer with subject matter expertise.
- ✓ PDF manual for reference.

All points are related to both live and online presentations.

1: Key principles of Presenting and Public Speaking

- What is a good professional presentation?
- Substance and style – two essentials for a business presentation
- The eight-step presentation planner – introduction and overview
- Principles of designing effective PowerPoint slides

2: Personal Communication Dynamics

- Understanding how to communicate when presenting
  - o Words; choosing and using the right words, detail and examples
  - o Voice tone: using a clear voice for projection, attention and emphasis
  - o Body language: the main elements you must know
- Making your presentation or talk memorable
- The use of slides and other presentation aids

3: Advanced Presentation Skills and Presenting Online

- Using the Minto or pyramid principle for maximum impact
- The best ways of organising your information and presentation
- Mastering the dynamics of online presentation
- How to maintain interest online and getting audience interaction

4: Action plan

- Course summary and personal action plan; eLearning review

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