

Course ref: PD2

Course aims:

- To help delegates to prepare effective presentations
- To enable delegates to learn about dealing with nerves
- To highlight the techniques of giving a powerful presentation
- To put it all into practice in a supportive environment

Benefits of attending:

- High quality training by experienced management consultant
- Practical exercises to support the learning process
- Training can be geared to your individual organisation's situation

Outline of programme:

In every management position today, formal or informal presentations are an essential part. This course is designed to enable delegates to produce and deliver lively and informative presentations with confidence.

On this workshop, delegates will learn how to:

- Identify the factors to consider when planning a presentation
- Structure a presentation
- Understand how and when to use visual aids
- Plan and prepare a script
- Learn the right way to use notes
- Understand actor's secrets of using the voice effectively
- Keep mannerisms under control
- Deal with questions from the audience
- Learn how to appear confident
- Put it all together to work effectively

Note: This course requires delegates to put together a short presentation and deliver it to the group.

Course duration: This course normally operates as a 1 or 2-day course, depending on the depth required and issues which need to be covered. It can also be run as part of a series, together with Effective Communications, Advanced Selling Skills and Assertiveness in Action.