

## **Presentation Skills – Advanced**

### **Recommended duration – 1 day**

#### **Objectives**

- No matter what your level of experience & knowledge, this course will rocket your skills to a new level
- Involves a combination of new and classic techniques – with 1-to-1 coaching throughout
- Minimal theory and practise, practise and practise

#### **Content**

##### Reviewing the process of Presenting

- Preparation
  - Communication
  - Logistics and audience
  - Objectives and attitude
- Practise and Presentation
  - Keeping a standard presentation fresh
  - Dealing with onshore vs. offshore presenting
  - Presentations that were not designed by you
  - Phraseology
  - Keeping numbers, charts and statistics interesting
  - Dealing with the boring subject
  - Dealing with an audience of mixed skills, knowledge base and attitude

##### 1-to-1 Coaching

- Conducting a Presentation or several Presentations continually with coaching throughout the day

#### **The Trainers Promise**

- Numbers on this course will be restricted
- To use minimal PowerPoint and maximum group exercises, experience and practise presenting
- To relax the group so they feel comfortable to learn and thoroughly enjoy the experience
- To use a variety of exercises including role-play, group work and video
- The course will be conducted with approximately 70% exercises and 30% theory