

## **Presentation Skills – Beginners**

**Recommended duration – 1 day**

### **Objectives**

- Building your confidence to deliver presentations
- Acquire a variety of new and classic techniques
- Promote your companies image through your professionalism in presenting

### **Content**

What is Presenting?

- Storytelling
- The art of persuasion

Designing a Presentation

- Understanding the planning process
- How to design and construct the structure

Considering Confidence

- Dealing with nerves

Using tools (for example PowerPoint, Video, Flipchart etc)

- Do's and don'ts

Your Audience

- Who they are, what their experience, attitude and ideas are
- Getting their attention and holding it
- The group size and venue
- Why you are talking to them
- Your choice of communication method

Putting it all together

- Conducting 5 minute presentations

### **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