

Presentation Skills – Intermediate

Recommended duration – 2 days

Objectives

- Unlock our potential as an effective presenter
- Learning to plan and prepare effectively
- Promote your companies image
- Deliver a structured, articulate and professional image

Content

Preparing a Presentation

- Logistics and timing
- Working out yours' and theirs' (the audience) objectives
- Considering your audience

Plotting your Story

- Creative brainstorming
- Flow structures
- Designing with tools like PowerPoint
- Putting it all together and practising

On The Day

- Building confidence and overcoming nerves
- Using the best communication tools and tactics
- The WOW factor
- Keeping your memory stimulated
- Getting your timing right
- Using your visual aids effectively (avoiding death by PowerPoint)
- Knowing what irritates your audience
- Endings that are memorable

Putting it all together

- Conducting 5 and 10 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