



## Presentation Skills

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### Course Description

This highly interactive and practical one-day presentation skills course will provide participants with the skills and knowledge to present professionally and confidently whilst engaging well with the audience. Participants will have the opportunity to make three short presentations and will receive feedback on their current presentation style as well as ideas to enhance their delivery.

### Course Objective:

By the end of this one-day presentation skills course, the participants will have:

- Practised projecting and vary the pitch, pace and tone of their voice to gain and retain audience interest and reinforce the presentation messages
- Used posture and movement to give additional impact to verbal messages rather than distract or irritate the audience
- Reviewed how to prepare presentations and visual aids to be interesting, persuasive and to communicate key messages
- Identified the best ways to interact with the audience, control and handle challenging individuals
- Applied their learning to a work presentation and received feedback on their style and impact in presenting

### Course Content

- **Projection**
  - Body Language and Voice
  - Voice – Pace and Projection
- **Posture**
  - Body language and movement / How should we stand?
  - Gestures and body movement / Personal mannerisms
- **Pace, Projection and Posture Practise**
  - Individual preparation
  - Using pace, projection and posture in our presentation
- **Preparation – key tips**
  - Setting objectives
  - Making it interesting
  - Key messages
  - Visual aids
- **Performance – Interaction and Control**
  - Interacting with the audience
  - Maintaining control during the presentation
  - Dealing with difficult audience behaviour
- **Final presentation**
  - Preparation/Individual work related presentation

### Style

- Tutorial
- Group discussion and activities
- Practical application of learning

**Duration:** ½ day or 1 day

**Price:** **Group:** £550 + vat /day based on a minimum of 4 delegates

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LINKED COURSE: "HOW TO AVOID DEATH BY POWERPOINT"