

Presentation Skills

The aim of the course is to give participants an opportunity to review and develop their presentation skills. The course will build on the existing skills of the delegates and is therefore suitable for experienced presenters as well as those with limited experience.

Course Objectives:

At the end of the course participants will be able to:

1. Use a structured approach to preparing and delivering presentations.
2. Identify the key stages in planning and preparing a presentation.
3. Use visual aids appropriately.
4. Identify the skills required to deliver presentations effectively.
5. Design and deliver a 20 minute presentation.

Course Content:

- Researching the audience
- Planning the purpose and the objectives of the presentation.
- Exploring ways to choose and structure the content in order to ensure the objectives are met.
- Opening with impact
- Ways to keep an audience engaged by stimulating the seven intelligences
- Choosing appropriate visual aids.
- Preparing effective notes
- Using your voice effectively
- Ways to handle difficult questions and other group interaction
- Dealing with nerves and developing a positive mental state
- Delivering a 15 minute presentation and receiving feedback from the group and the facilitator

'Put it before them briefly so they will read it, clearly so they will appreciate it, picturesquely so they will remember it, and, above all, accurately so they will be guided by its light.'

Joseph Pulitzer