

Presentation Skills

Course Overview

To enable delegates to speak with confidence, remove their fear of public speaking, and deliver a polished, professional and credible business presentation. Delegates will learn how to plan, create and deliver a presentation to a small group or a large audience.

Target Audience

All staff required to run and/or participate in a variety of meeting situations.

Key aims

- Analyse an audience and tailor the delivery accordingly
- Design, plan and structure presentations
- Focus on the message, objectives and key points
- Learn techniques to overcome nerves and present with confidence and credibility
- Practice techniques that ensure clear, concise and effective wording is used

Course Outline

Aspects of Effective Speaking

- Vocal production
- Your own voice
- Effects of breathing on voice and speech
- Volume, clarity, pitch, pace, pause and variety
- Handling nerves

Audience Analysis

- Performing an audience analysis
- Creating an audience profile

Assertiveness Skills

- Differentiate between assertive, aggressive and passive behaviour and how they impact on relationships and results

- The Assertiveness framework

Communication

- Verbal communication
- Questioning Skills
- Active Listening skills
- Body Language

Positive Presentations

- Preparation, planning and structure
- Establishing credibility
- Defining the objectives
- Delivery style
- Managing the audience