

## **Presentation Skills training - 2 days**

This Presentation Skills training course is designed to give you confidence when delivering presentations. During this presentation skills training course delegates will learn how to overcome, and use problems to their advantage in order to give maximum impact with presentations. In addition to this presentation skills training course we also offer a private advanced presentation skills training course.

### **Presentation Skills Training Course Objectives:-**

Having completed this presentation skills training course participants will be able to:

- Build presentations that create maximum impact.
- Use your nerves to enhance your presentation.
- Choose the right visual aids.
- Use your voice to greater effect.
- Recognize and transform problem areas.
- Handle your audience with confidence

## **Presentation Skills Training Course Content**

### **The Material:**

- Establishing a clear purpose
- Using successful information gathering techniques
- Choosing the best route through your material
- Identifying the key points
- Creating strong openings and closings
- Knowing the pros and cons of different visual aids
- Making it big, bold and brilliant

### **The Presenter:**

- Carrying out the 'essential checks'
- Presenting the 'right' image
- Using your words, tone and body language
- Working with the qualities of your voice
- Acknowledging and overcoming nerves
- Using relaxation techniques
- Using mannerisms and gestures to enhance impact

### **The Audience:**

- Knowing your audience to develop presentations that appeal
- Building rapport
- Getting and keeping them on your side
- Working with questions
- Handling difficult people
- Understanding group dynamics