



**Professional Presentation Skills
2½ Day Training Course**

Enabling individuals to plan, prepare and deliver effective presentations with confidence

Course Aim

To enable individuals to plan, prepare and deliver effective presentations with confidence.

About the course

According to research, many of us are more scared at the thought of presenting than we are of death.

But, understanding how to deliver a great presentation is vital to a successful career. At some point you will have to stand up and win over your audience, whether it's your customers, your colleagues or the executive board.

And this moment is a fantastic opportunity for you to shine, if you know how.

This training programme will set you on the right track to control those nerves and deliver an outstanding presentation that captivates and gets you noticed for the right reasons.

Key Outcomes

Participants will be able to:

- Speak to groups with greater confidence and professionalism.
- Plan and prepare presentations more easily and effectively.
- Keep the audience engaged with enthusiasm and clear communication.
- Interact with your audience, taking questions and feedback.
- Deliver a presentation with impact

Who should attend

Suitable for individuals at all levels who are required to speak in front of others and wish to project a professional image and develop their skills and confidence.



Course Outline

Understanding Presentations

- Defining a presentation
- The importance of understanding how a presentation differs from other methods of communication
- Exploring the attributes of excellent presenters and presentations

Gaining Confidence

- Identifying personal fears & what can go wrong
- Removing fears using the four areas of control
- Managing our thinking to combat stress

Organising, Planning and Preparation

- The importance of establishing a clear aim (not just a title) for the presentation
- Organising, planning and prioritising the contents to produce a presentation plan
- Using a structured approach to make an excellent opening and summary
- How to plan the timing of your presentation

Delivering the Presentation

- Gaining maximum impact by avoiding scripts and using memory triggers
- Methods to help engage your audience
- Using audio-visual aids appropriately and effectively to keep interest and enhance your message
- Creating the image of a credible presenter by using the correct body language
- Language, voice, pace and pauses



Handling Audience Questions

- When to take questions - the 3 options
- Techniques for handling difficult questions and audience members

Video Content

- The Video Arts productions 'I wasn't prepared for that' and 'Presentation is everything' are used to reinforce learning.

Practice and Feedback (½Day)

- Participants have the opportunity to plan, prepare and deliver a short presentation in a safe environment and receive detailed feedback on their performance.

Personal Development

- Action planning the transfer of learning to the workplace

What Delegates Say

“I have gained an extensive understanding of the core elements needed to make a good presentation, many new techniques and the confidence to test out these new approaches. The trainer was great - friendly and approachable - he walks his talk.”

**Angela Berryman, Strategy Advisor
Lifelong Learning UK**

“The course was excellent. I gained the knowledge, the tools, the techniques and skills to make me feel far more confident in both preparing and delivering a presentation.”

Linzi Bostock, Manchester City Council

“The environment that was created allowed me to take risks and therefore develop areas of my presenting that I had concerns over. Many thanks”

Kate Barnett, Youth Justice Board



Contact us

This course is available for in-house delivery or at a venue of your choice and can be tailored specifically to meet your business needs. For booking fees or further information contact us:

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Related Training Programmes:

- Effective Influencing Skills
- Managing Stress at Work
- Assertiveness at Work