



Basic

Presentation Skills

One Day Training Course

Course Aims:

Delegates will be able to identify when a presentation would be the most effective form of communication, establish presentation aims, plan the presentation and present it. Delegates will be instructed what makes a good presentation, behaviours to avoid when making a presentation, the set-up and use of audio-visual equipment and the impact of body language and voice on a presentation. Delegates on this course will prepare and make presentations in a non-threatening and non-critical environment in order that they may develop and build on the theories learned.

Course Outline:

The presentation

- Defining a presentation
- Why use a presentation

Getting it right

- Controlling a presentation
- Identifying what can go wrong
- Taking action

Establishing your aims

- What are the aims
- How establishing aims help?
- How will aims effect planning?

Structuring the presentation

- Planning the contents
- Making a good start

And in conclusion

- Having the last word
- The role of the good conclusion
- Contents of a good conclusion

Organising and using supporting material

- Making and using notes
- Highlighted script
- Cue cards
- Flip charts
- OHPs and acetates
- Video
- Slides
- Handouts

Proof-reading

- How to proof-read
- What to look for
- Correcting mistakes

Communicating

- Have you got a minute?
- Body language
- Using your voice
- Habits
- Room layouts

Target Audience People who want to deliver effective and professional presentations.

Assumed Knowledge/ Pre-requisites:

None

Recommended Follow-up Course/s:

PowerPoint Introduction and Advanced

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