

To discuss this course or
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Presentation Skills



DURATION

1 Day

COURSE OVERVIEW

During this course you will learn how to prepare a presentation and present information, with confidence, to an audience. This course is about preparation and delivery (not MS PowerPoint). The principles of preparing and delivering a presentation are relatively straight forward, the real learning comes from practice and watching others.

TARGET AUDIENCE

This course is appropriate for anyone who has to present information whether formally or informally.

LEARNING OBJECTIVES

On completion of this course, delegates will be able to:

- Prepare, structure and deliver a professional presentation.
- Present information with confidence and impact.
- Manage nerves when presenting.
- Use appropriate visual aids to get the message across.

PRE-REQUISITES

You will need to bring a presentation with you which can be business-related or on a topic of choice that lasts between five and ten minutes. Please bring any visual aids you need with you. There will be time on the day to adjust your presentation and practice it but there is unlikely to be time to start from scratch.

COURSE OUTLINE

The following topics will be covered in this course:

- Use of voice.
- Body language.
- Appearance.
- Managing nerves.
- Preparation and structure of a presentation.
- Managing questions.
- Visual aids.
- Use of notes.
- Rehearsal.