

Delivering Presentations

Learning Objectives

Effective Presentations play an important part in almost every area of work. Quite often it is how other people judge our effectiveness. Presenting well is just as vital outside the work environment. The course is run over 1 or 2 days, providing the delegate with the basic skills of building and delivering a presentation.

Course Aims & Objectives:

- ✚ To teach the skills of researching, preparing and delivering effective presentations
- ✚ To gain experience and confidence in delivering a presentation

Upon completion delegates will be able to:

- ✚ To research and build a presentation
- ✚ Understand the selection and use of suitable visual aids available
- ✚ Select and set up the correct environment for a presentation
- ✚ Develop and improve their existing presentation style
- ✚ Deal with interruptions

Pre-Requisites

This course is suitable for everyone wishing to improve their delivery of presentations.

Topics:

Research

- ✚ Establishing the Objective
- ✚ Sources of Material
- ✚ Correct Emphasis
- ✚ Finding the Correct Environment
- ✚ Types of Equipment
- ✚ Developing the Visual Aids

Presentation Techniques

- ✚ Notes
- ✚ Styles
- ✚ No Barriers
- ✚ Approaches
- ✚ Body Language

Voice

- ✚ Rhythm
- ✚ Speed
- ✚ Volume
- ✚ Pitch

Questioning Techniques

- ✚ Open/Closed Question
- ✚ Question, Pause & Nominate
- ✚ Overcoming Objections

Rapport Building

- ✚ Establishing and retaining Control
- ✚ Staying Ahead
- ✚ Importance of Feedback

Practical Element

On a two day course delegates will be assisted in the production and delivery of a presentation relevant to their own work environment. If possible this may be videoed for feedback purposes