



Presentation Skills

Who should attend?

This course is suitable for anyone who needs to deliver a presentation in any environment. The course focuses on a wide range of topics and will be extremely useful to new and experienced presenters alike.

Course Aims & Objectives

The purpose of this course is to teach delegates the essential skills necessary to plan and build presentations, then to deliver them in the most effective way.

By the end of the course delegates will be able to:

- Plan and deliver a well formatted presentation
- Understand the importance of delivery
- Evaluate their performance
- Devise a plan of work that can be implemented into their job role

Course Outline

- Course Introduction
- Preparing your Presentation
- Setting your Objectives
- Knowing your Audience
- Building the Structure
- Timing your Presentation
- Overview of Communication
- Controlling your Nerves
- Our Body Language
- The Importance of Voice
- Presentation Delivery
- Presentation Evaluation
- Action Plan

Certification

Certificates of attendance will be awarded to delegates upon completion of the course.

Duration

1 Day

Location

We can offer courses on company premises for a maximum of 8 delegates or upcoming open courses in your local area.