

# Presentation Skills

## Introduction

Being good on your feet is not something you are born with it is something that you learn. Inside everyone is the potential to be a highly effective presenter. This course aims to address: learning how to put together excellent presentations that really ensure people get the message you are trying to put across; using various tools to create a highly professional presentation that will leave people thinking ‘this person knows what he/she is talking about’; developing your inner skills to make you even more confident in front of an audience whether it is two or two hundred. It will also ensure you are confident and able to deliver a dynamic, high quality presentation, in a business context, at all times satisfying the needs of the audience.

## Objectives

By the end of this course participants will be able to:

- Describe how to plan and prepare a presentation effectively
- Explain how to structure an effective presentation
- List the advantages and disadvantages of visual aids and choose / use appropriate visual aids to add to the message
- Describe the needs of the audience
- Detail the need for clear communication
- Describe how to deal confidently and competently with difficult people/awkward moments
- Develop and demonstrate how to give an effective presentation and gain audience commitment
- Overcome nervousness and anxiety
- Establish credibility and interest

## Content

A sample of what is covered includes:

### What can you do now?

This session will allow participants to conduct an initial short presentation to overcome some of their fears, also allow the training consultant to assess what areas of help and support are needed in each individual’s case. The session will include:

- Why presentations? - What is their purpose?
- FEAR!
- Participants deliver initial presentations
- Initial feedback and direction

### Presentation theory

This session will look at how to plan and prepare a presentation. It will include:

- Deciding the objective of the presentation
- Who is in the audience and what are their needs?
- 'Learning styles' and how they can help make your presentations more effective
- Planning and preparing the content of your presentation using brainstorming and mind mapping
- Scope and sequencing your presentation
- Structuring the presentation using the three-stage and linking process

- Assessing the best delivery medium
- Different types of visual aids - advantages and disadvantages
- How to use visual aids effectively
- Handouts and how to design them
- Closing the presentation in a positive way
- Dealing with difficult people and situations
- How to use notes and prompts effectively
- Dealing with questions
- Preparing yourself to deliver the presentation
  - Vocal emphasis
  - Visual impact
  - Positioning
  - Practice
  - Assertiveness and self confidence

### **Final presentation preparation**

In this session participants will be allowed preparation time to design their final presentation and the training consultant will be on hand to support, advise and assist where required.

### **Final presentation delivery**

In this session, participants will each deliver their prepared presentations and will be given feedback by other participants and the training consultant in verbal and written format.

