

Professional Presentation Skills



making a positive difference to people and organisational performance

- Duration:** 2 Days
- Overview:** This course will provide you with the knowledge and understanding required to plan, prepare and deliver effective presentations within the workplace.
- Designed for:** All individuals who wish to improve their presentation skills and develop their interaction abilities in front of an audience.
- Objectives:** By the end of this course you will:
- Clearly identify the key objectives of a presentation
 - Know what makes a good/bad presentation
 - Plan effectively for a presentation
 - Use tools and techniques to generate relevant content of a presentation
 - Develop an introduction, main body and conclusion of a presentation
 - Prepare effective notes for a presentation
 - Use visual aids for maximum impact
 - Perform effectively, look and speak confidently
 - Use techniques for managing your nerves
 - Involve the audience and handle questions effectively
 - Confront and overcome difficult situations
 - Deliver a presentation with personal impact
- Method:** This course will use a structured series of lively and interesting exercises and practical skills activities. You will have the opportunity to explore a range of techniques and actively demonstrate newly learnt skills at the course.

Please Note:

- you will be making various presentations throughout the course
- you may be required to carry out some Homework during the evening of Day-1 as part of your preparation for a final presentation during Day-2

This course can be run exclusively and tailored to suit your company's specific learning requirements and organisational needs. Costs are dependent on number of days required and bespoke content

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