

Presentation skills – 1 day

Purpose

This course will allow the enable the delegates to design, prepare and present information and ideas more effectively.

Prerequisites

None

Approach

This course will be interactive throughout the day enabling the delegates to practice the theory in a safe environment.

Preparation

Delegates will need to bring with them a presentation, which they have either done recently, or intend to do in the near future.

Main Features

- Designing a good presentation
- Tools and techniques to aid design
- Preparing to present – your presentation and you
- Getting your message across clearly
- Style and delivery tips
- Individual presentations
- Individual feedback for improvement

Benefits

- Increased ability to design a coherent presentation
- Increased confidence in using a variety of presentation media
- Increased confidence to present clearly
- Improved ability to get any message across effectively