

Presentation Skills

Course Description

This course is designed for those who wish to improve their performance when delivering presentations.

The course is also beneficial for anyone who has identified practical issues around their delivery style, needs specific coaching or finds delivering presentations a nerve-racking experience.

During the course we will identify your individual strengths and weaknesses and outline the practical steps that each participant can take to become an effective presenter.

You will be recorded delivering presentations during the course for constructive analysis and feedback.

Pre-Course Requirements

You need no previous experience of delivering presentations to attend this course.

Presentation Skills

Pricing & Availability

Course Duration:	One Day
Public Scheduled Course:	£395.00 plus VAT
Public Scheduled Dates:	20-12-2017 at London Bridge 12-01-2018 at London Bridge 09-02-2018 at London Bridge 09-03-2018 at London Bridge 03-04-2018 at London Bridge
Private Course:	£499.00 plus VAT for individual tuition. Call for prices for private groups of two or more.
Follow-on Courses:	Not Applicable
Post-Course Support:	The cost of the course includes lunch, course notes to take away, a certificate and six months telephone Helpline support.

Presentation Skills

Planning your presentations

- Clarifying your objectives
- Identifying audience needs
- Structuring your presentations to meet audience needs
- Which visual aids to use and when
- Using visual aids professionally

Practical exercise: you will be recorded delivering a presentation

Your performance

- Assessing your current performance
- Identifying your strengths and weaknesses when delivering presentations

Visual and vocal energy

- Control your breathing when delivering presentations
- Controlling your body to project a positive image
- Controlling your voice projection
- The importance and power of the pause
- How to make sure your visual and vocal energy support the message
- Directing all your energy to the audience

Practical exercise: you will be recorded presenting to camera

Anxiety

- Understanding the source of anxiety
- Controlling anxiety and building self-confidence

Team presentations

- The importance of preparation
- How to prepare, manage and deliver professionally
- The run-through

Working with your audience

- Keeping the audience interested
- Making sure your message is understood
- Handling questions confidently
- Managing equipment failures
- Staying in control when delivering presentations

Practical exercise: you will be re-recorded delivering your original presentation and analyse how your performance has improved.

Questions and answers