

This interactive two day workshop is designed for anyone whose work involves addressing meetings or making group presentations. The course content and techniques cater for both large and small audiences.

It will provide individuals with tools to prepare for and deliver clear, concise presentations to a target audience, whilst effectively managing their nerves.

This is a practical, interactive workshop providing all delegates with a safe and forum to try out their newly developed skills and techniques.

## Course Outline

### Introduction

- Self analysis of current presentation style
- Controlling nervous energy

### Presentation Practice (prepared presentation)

- First delivery of presentation one
- Feedback on effectiveness of delivery style

### Planning and Preparation

- Deciding on the aims and objectives of the presentation
- Researching and selecting material
- Creating an effective introduction
- Creating an effective ending

### Presentation Practice

- Second delivery of presentation one
- Feedback through group discussion

### Planning Presentation Two

- Structuring a presentation quickly
- Opening and ending the presentation effectively
- Maintaining a strong focus while delivering your presentation

### Communication and Presentation Skills

- Developing your presentation style
- Creating a presence and holding interest when speaking
- Using your voice effectively
- Non-verbal communication
- Using visual aids
- Influencing your audience
- Involving your audience
- Developing spontaneity
- Managing nerves

### Presentation Practice

- Final delivery of presentation two
- Evaluation through group discussion

