

Presentation Skills Training Programme Outline

Summary: This programme provides delegates with the foundation blocks that are necessary for preparing, delivering and supporting presentations that are both engaging and effective.

Aimed at: people who deliver presentations or support presentations given by others. It is equally appropriate for presentations targeted internally and those targeted externally to customers, suppliers and other stakeholders.

Duration: 2 days with optional half-day follow-up.

Format: This course is delivered using a mixture of activities, presentations and facilitated discussions. Delegates are asked to prepare and deliver a presentation during Day2 from which they receive individual feedback and an opportunity for supported self-assessment.

Objectives:

At the end of the programme delegates will be able to:

- Plan and structure a business presentation, clearly identifying your key messages
- Develop and adapt your own natural style to influence audiences of different backgrounds and cultures
- Use resources to enhance your presentations
- Involve your audience, check understanding and manage questions skilfully
- Deal with difficult situations effectively
- Use compelling starts and finishes
- Leave your audience impressed

Content:

<p>Day 1</p> <ul style="list-style-type: none"> • 1st impressions and the power of perceptions • What makes an effective presenter? • The 6 stages of preparation • Purpose and objectives • Structure • Key messages and Hooks • Compelling starts and finishes • Developing the content • Visual aids • Managing nerves • Delivering your presentation – the 3 Vs 	<p>Day 2</p> <ul style="list-style-type: none"> • Review of Day 1 – points to clarify • Presenting to different audiences and cultures • Engaging the audience • Dealing with questions • Handling difficult situations • Your preparation – rehearsing the introduction • Presentations and feedback • Review and action planning
<p>Optional Half-Day Follow-up</p> <ul style="list-style-type: none"> • Review of learning log • Delegate presentation personal successes and challenges • Action plan updates 	