

## Sample Bespoke Course Overview (Course can be tailored to your specific requirements)

## Presentation Skills

### Suitability

For people who have responsibility for developing and delivering formal or informal presentations.

For people who chair meetings regularly or have responsibility for communicating information verbally to groups at work or socially.

### Aim of the Course

To ensure that delegates are able to develop and deliver a formal or informal presentation with professionalism, charisma and personal impact.

### Learning Outcomes

By the end of the course, delegates will be able to:

- Prepare the presentation professionally by addressing five simple questions.
- Understand the importance of developing and stating a clear objective.
- Structure the presentation logically and efficiently filter material to be included.
- Engage the audience immediately at the beginning of the presentation.
- See how they appear and are perceived by the audience when presenting (filming optional).
- Adapt their voice, body language and style to achieve maximum impact.
- Adopt useful techniques to maintain the interest of the audience throughout.
- Choose and use visual aids effectively.
- Answer questions professionally and deal with difficult questions.
- Ensure that their presentation is memorable and that the objective has been achieved.

### Outline Programme

- Preparation, objective setting and audience Identification.
- Information gathering and generation of content.
- Designing the presentation and introducing the structure.
- Attention grabbers – engaging the audience right from the start.
- Personal presentation, charisma, and delivering with impact.
- Voice, tone and communication style.
- Effective body language – awareness of personal physical habits or potential distractions.
- Ensuring that your key points are clearly communicated and memorable.
- Controlling and using nerves and anxiety as positive traits that help rather than hinder you.
- Using reference notes – choosing the best approach.
- Deciding on and using visual aids and props to enhance the presentation.
- Using humour carefully and effectively.
- Practising delivery (delivering a 5 minute presentation developed during the day).
- Receiving personal feedback and reviewing the presentation (on video if filmed).
- Question and answer techniques and dealing with difficult questions.

### Details

Duration; Normally one day (0915—1700 hrs)

Venue; Off site or office based.

Price; Between £950 and £1,200 + vat.

Numbers; Maximum of 6 delegates per course