

## Advanced Presentation Skills

### INTRODUCTION

This course is designed for experienced people who need to present with more persuasion and professionalism. All presentations will be recorded and constructive feedback given.

### COURSE OBJECTIVES

*By the end of the course, delegates will have:*

- **Reviewed** the essential factors for successfully preparing and planning a presentation
- **Reviewed** the importance of breathing and relaxation techniques to develop a more relaxed, calm and comfortable style.
- **Improved** understanding of non-verbal communication and how, using some simple techniques, they can add extra professionalism to a presentation.
- **Learnt** how to get to know what the audience want to hear and how to shape the presentation accordingly, depending on the type/level of the audience
- **Practised** presenting with more professionalism
- **Improved** the quality of their voice, the volume, the variety, the articulation, to add inspiration and improve personal impact.
- **Practised** handling questions effectively

**COURSE DURATION:** 1 Day Course

[www.oaktree-training.co.uk](http://www.oaktree-training.co.uk)

### COURSE CONTENTS

#### Planning an Effective Presentation

What materials/equipment are required  
The need for accuracy  
Facts versus opinions  
Presence

#### The Presentation Structure

Setting Objectives  
Analysing the Audience  
Importance of Openings and Closings  
Use of humour

#### Physical Image

Coping with Nerves  
Posture  
Relaxation  
Body Language  
Eye Contact

#### Vocal Image

Qualities of the Effective Voice  
Improving Articulation  
Achieving Vocal Variety  
Increasing Volume  
Developing Resonance  
Making an impact

#### Visual Aids - Uses and Abuses

Review the handling of visuals - The Golden Rules

#### Making the Presentation, Interactive

Encouraging Questions  
Types of Questioner  
Handling the Discussion Period  
Handling difficult people/awkward questions

#### Skill Practice

Each Delegate to do a Presentation of no more than 15 minutes in length on a work related subject to a pre-determined audience.  
Role-play Question and Answer Session  
Audience and Trainer Feedback CCTV

#### Impromptu Presentations

Consolidation  
Plenary Discussion

Personal Development Action Plan

