

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:

- **Defined** the essential factors for successfully preparing and planning a presentation.
- **Discussed** and practised ways of controlling nerves to convert energy into a positive and dynamic force.
- **Demonstrated** their understanding of non-verbal communication and how, using some simple techniques, they can add extra professionalism to a presentation.
- **Improved** the quality of their voice, the volume, the variety, the articulation, to add inspiration and improve personal impact.
- **Developed** a technique which will help them structure the presentation in a logical format which is easy to follow and aids audience attention and retention.
- **Created** and used visual aids to increase impact and interest.
- **encouraged** audience questions and responded to them effectively and positively

COURSE DURATION: 2 Day Course

www.oaktree-training.co.uk

COURSE CONTENTS

Introduction

Personal objectives
Course objectives
Presentation 1 - delivered as individual presentations
The Anatomy of an Effective Presentation

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

Structuring the Presentation

Setting objectives
Analysing the audience
Importance of openings and closings

Skill Practice

Each delegate to present a 10 minute presentation on a subject of their own choice. Audience and trainer feedback- C.C.T.V

Visual Aids

Uses and abuses
Designing effective visuals
Handling visuals - The Golden Rules
Making the Presentation Interactive
Encouraging questions
Types of questioner

Skill Practice

Each delegate to do a presentation of 15- 20 minutes length on a work related subject. Audience and trainer feedback - C.C.T.V.

Personal Development Action Plans

