Presenting Skills

What do I need?
The desire to plan, prepare and deliver powerful presentations.

How long is the course?
1 Day

Who should attend?
Delegates who wish to develop professional presentations, and present to a group with confidence and impact.

Lesson 1:   **Define the objective of your presentation**

Lesson 2:   **Presentation guidelines**
Message preparation
- Structure & substance
- Brainstorming
- Organisational methods
- Communicating with graphics – static & dynamic information

Audience
- Know your audience
- Adapt your message delivery
- Communication styles & strategies
- Attention-getting techniques
- Using your voice
- Time constraints

Question & answer session setting
- Know your venue
- Know your equipment

Lesson 3:   **Glossophobia**
Getting over stage fright

Lesson 4:   **Technology & visual aids**
Pros & cons
Getting the best out of them

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