

Effective presentation skills

Course duration: one day ref EPSP

This one-day practical presentation workshop will give you the opportunity to thoroughly practise your presentation skills. The emphasis is very much on practising with a real life presentation.

Who is it for?

For those who have experience in delivering presentations and are looking for further feedback on how they can refine their presentation skills.

Course overview

- ✔ Preparation and planning your presentation
- ✔ Structuring to maximise clarity and gain interest
- ✔ Timing your presentation
- ✔ Using the correct language to maintain interest
- ✔ The importance of body language and tone
- ✔ Dealing with questions and interruptions

What will I learn

- ✔ How to create a successful introduction
- ✔ Create a compelling structure
- ✔ Put your message across clearly using multimedia tools
- ✔ Learning how to relax and stay focused
- ✔ Make your presentation memorable and create impact

- ✔ Project confidence and authority using your voice and body language
- ✔ How to deal with the audience and handle challenging situations

Pre-course Activity

Please bring along one of your own presentations. It could be a presentation that you have delivered and would like to improve or one that you need to deliver in the near future.