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## **Presentation Skills**

**Course duration: One day      Course code: PS22 – call 0845 387 0269**

### **Overview**

This one-day practical presentation skills course will give you the opportunity to thoroughly work with an expert trainer, understanding and practicing the component parts that lead to great presentations. You will learn new techniques so you can deliver confident and professional presentations.

### **Who is it for?**

This course is for anyone new to presenting, or for those with some experience in delivering presentations who are looking to refine their skills.

### **Objectives**

- How to create a successful introduction
- Create a compelling structure
- Maintaining interest throughout the presentation
- Put your message across clearly using multimedia tools correctly
- 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

### **Course overview**

#### **Preparing your presentation**

- Structuring your presentation
- Understanding your audience
- Creating a journey and maintaining interest

- Linking your presentation to the main objective
- Timing your presentation

### **Building Confidence**

- Controlling your nerves
- Techniques to build confidence
- The impact of a confident presenter on his/her audience

### **Delivering your presentation**

- Creating a successful introduction
- Project confidence through your body language
- Making sure your pace and tone are correct for maximum impact
- Using multimedia tools appropriately
- Top-tips to make your presentation interesting and memorable

### **Personal Development**

Create a detailed action plan for your development

### **Pre-course Activity**

If possible please bring along one of your presentations. It can be a presentation that you have delivered and would like to improve, or one that you need to deliver in the near future.

**All of our courses can be tailored to meet your specific objectives**

***Good Practice Training Bespoke Training for Business***