

EFFECTIVE PRESENTATION SKILLS

(2-Day Workshop)

Many managers as part of their normal duties have to carry out presentations to groups of people. This does not just consist of presentations to formal meetings, but also includes having to sell a product or service to customers; presenting your ideas in a project team; carrying out team briefings; training people in a new procedure.

This workshop trains delegates in the skills of carrying out a soundly prepared, well organised presentation, and how to deliver your message in a way that will obtain the response that you require from the listeners. It also provides managers with an opportunity to practice and develop these skills.

Objectives

- ◆ To develop and practice the skills of planning, structuring and carrying out a presentation.
- ◆ To understand how to create and maintain the audience's interest when delivering a presentation, and learn how to gauge audience reaction.
- ◆ To learn how to prepare and use visual aids to support a presentation.
- ◆ To practice the skills which are relevant to the delegates own situations and needs.
- ◆ To give participants greater confidence in making presentations to groups of people.

Learning Methods

- Inputs on the various skills required for making effective presentations.
- Practice sessions involving presentations in group settings.
- Review of practice sessions with trainers and participants.
- Exercises to practice specific presentation skills.
- Individual help in key areas identified by each participant.

Contents of the Workshop Include:

- Skills Practice by Participants Giving Individual Presentations on Selected Topics.
- Planning Objectives and Content of the Presentation To Meet Your Audience's Needs, and To Get The Reaction You Want.
- How To Structure Your Presentation.
- Effective Openings and Closings, and How To Use Them To get Your Audience's Attention.
- Skills for the Effective Delivery of a Presentation. How To Use: Eye Contact; Hands; Gestures; Pace and Tone of Voice; Pauses; Posture; Movement; Timing.
- Types of Visual Aids: When and How To Use Them.
- Using Your Personal Energy To Better Project Your Message.
- Skills for Controlling Your Nervousness.
- Different Ways of Preparing Notes and How To Use Them in a Presentation.
- Use of Verbal Signposts: Choice and Emphasis of Words.
- Types of Rehearsals and What To Focus on in Each.
- Handling Questions from the Audience, and Maintaining Control.

P.T.O.

Number Of Delegates

Because of the interactive nature of this workshop, a maximum number of 8 people can attend the workshop.

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