

PRESENTATION SKILLS

Introduction:

No matter what product or service organisations provide, effective communication is an essential factor. Ineffective communication can produce problems, resulting in the breakdown of systems and procedures, and the decline of employee relations. The ability to present information that is acceptable and understandable to the receiver is an essential skill.

Objective:

The aim of this programme is to provide delegates with suitable information to enable them to develop skills to be able to present information effectively.

The programme is highly participative, requiring delegates to involve themselves in individual and group activities including the preparation and presentation of a formal talk.

Programme Synopsis:

- Objectives
- Preparation
- The Purpose of the Presentation
- The Four Items to Think About
- The Three Stages
- Format and Content
- The Preparation
- The Building Blocks
- Presentation Construction Example
- Practical Arrangements
- What Makes a Good Presentation?
- Delivery – Speech and Voice
- Use of Words
- Hands and Body Language
- Audience Contact and Timing
- Dealing With Trouble
- Handling Questions
- Observer Checklist
- The Final Challenge
- Individual Presentation Exercise
- Constructive Feedback
- Video Feedback Available on Request

Duration: Two (2) Days

Course Code: TSCPS

Certification: Training Solutions 2000