

Professional Presentations

– Vital skills for speaking in front of groups

Speaking to groups can be a challenging and daunting experience for many people!

Whether you have to deliver a short briefing to colleagues, a structured training course or a conference presentation, effective preparation and confident delivery are vital.

This course will help you develop the skills to design and deliver effective presentations. It will help boost your confidence and conquer nerves – allowing you to approach each presentation with the self-assurance to perform effectively and meet your objectives!

Course Objectives

By the end of the course, delegates will:

- ✓ Understand how people learn and how to engage their interest
- ✓ Understand how to design and develop an effective briefing, presentation or training event
- ✓ Learn how to design helpful, imaginative and supportive visual aids
- ✓ Develop communication skills for effective presentation delivery
- ✓ Learn vital thinking skills that build confidence and overcome nerves

Target Audience

Those who need to design and deliver formal presentations to colleagues or customers.

Duration

2 days

Content

- How do people learn?
- The different types of presentation
- Setting objectives
- Preparation is the key
- Knowing your subject
- Structuring your presentation
- Designing effective visual aids
- Preparing the environment
- Key delivery skills
- Appearance and body language
- Gaining the audience's interest
- Delivering the message
- Managing your visual aids
- Making it interactive
- Dealing with questions
- When things go wrong
- Handouts and materials
- Overcoming your nerves

Learning Methods

This is a highly participative and practical event. A mixture of trainer's input and practice sessions are used throughout the programme.

Small group sizes and video-recorded sessions ensure delegates leave the course having practised vital presentation skills and with the confidence to perform effectively.

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