

Effective Presentation Skills

Length: 1/2 Day

Summary: At work we are often required to present our ideas, solutions or services to colleagues or clients. Delivering client sales pitches, making presentations to senior managers or contributing to formal meetings can all be daunting experiences even when you are confident in your material. Having a structured framework and the right skill set will give you the self-assurance and security to deliver effective presentations that convince and compel your audience.

Upon completion of this course, attendees will have learned:

- The confidence to deliver effective presentations
- Strategies for managing nerves
- A clear framework for structuring a presentation
- Methods for highlighting and emphasising key messages
- The skills to use and control your voice more effectively when giving presentations

Who should attend:

- Those new to delivering formal presentations
- Anyone that would like to overcome anxiety about presenting to groups
- Those taking part in client presentations and meetings

COURSE CONTENT

1: HOW TO GIVE A “KNOCKOUT” PRESENTATION

- General Guidelines
- Delivery Skills
- Delivery Do's and Don'ts

2: ENGAGE THE AUDIENCE

- Preparation and Planning of Oral Presentations
- Visuals
- Creating Interest and Establishing a Relationship with the Audience
- Body Language
- Voice and Pronunciation

3: PRESENTATION TIPS AND TECHNIQUES

- Plan the structure of your presentation
- Plan the content
- Effective use of Visual Aids
- Notes
- Presenting

4: HANDLING DIFFICULT QUESTIONS FROM THE AUDIENCE

- Reward, restate and respond
- Getting back on track after an unplanned interruption
- How to handle difficult audience members or situations

5: MANAGING THE POST-TALK Q&A SESSION

- Pre-empting "hot-button" questions
- Staying aware of the message you are conveying