

Presentation Skills



Duration: 1 Day

Introduction

The course will help you to:

- Cope with nerves
- Gain increased confidence
- Ensure that people remember and act upon the key points of your presentation
- Structure your material for maximum impact
- Develop an interactive, question friendly style

You will find that this is an enjoyable course with lots of opportunity for practice and feedback.

It is a common misconception that to give an effective presentation you need to have a certain personality type or specific 'attitude'. This is not the case - Presentations are effective if the presenter uses specific learnt behaviours, regardless of his or her personality type.

This course will give you an opportunity to learn and practice these behaviours.

Course Objectives

At the end of the session you will be able to:

- Use proven techniques to overcome nerves
- Use your body language and voice to project a confident image
- Understand the central role of a clear objective for a successful presentation
- Present data and complex information in an understandable, confident, attention grabbing and memorable way.
- Use your voice to create interest and emphasise key messages
- Structure your presentation to meet your objectives
- Create impact to gain and hold the audience's interest
- Effectively use visual aids
- Use common presentation equipment professionally and in a way that enhances the effectiveness of your presentation
- Use PowerPoint in a way that helps, not hinders your presentation
- Encourage, control and direct discussion

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Presentation Skills

Course materials

We will provide:

- A full colour copy of all the presentation slides
- A detailed 30 page supporting handout
- A copy of your own recorded presentations

Video use

We use video to record your practice presentations. We do this to give you clear feedback which would not be possible without such equipment. While we record delegates presenting to the whole group, each individual will review only his or her presentation. You may be reassured to know that delegates do not view each other's video footage.

Course Structure

1 — Introduction

We discuss:

- The purpose of a presentation
- What's involved in preparing and delivering a presentation
- Your motivation

You will work as teams to identify what makes for a good or bad (!) presentation.

First Presentation - *This will take the form of a short recorded session*

We will suggest a choice of topics.

Presentation Skills

2 — Non Verbal Communications

We help you use all the different aspects of non verbal communication to make a real impact on your audience.

These include:

- Body language
- Voice
- Tone
- Mannerisms
- Dress
- Passion for your subject

You will also have chance to practice:

- Different ways of standing
- The use of your voice
- Effective eye contact to build rapport

We review the different impact your non verbal communications will have on your audience: Are they persuaded, motivated and involved – or coerced, de-motivated and uninvolved?

3 — Preparation

We discuss and provide guidance on all aspects of presentation:

- What do your audience expect or need?
- What is your objective?
- How presentation materials can help
- Brainstorming methods
- Structuring your content
- Testing your content

As part of the course you will have chance to prepare a short presentation that you will deliver later.

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4 — Visual Aids

We will give you tips on:

- The best use of visual aids
- Use of PowerPoint including colour, layout and animation
- Use of flip charts—a powerful, sometimes overlooked aid to presenting

5 — Final presentation

We will give you chance to deliver a 5 to 10 minute presentation.

We will also ensure you receive constructive feedback on your session.

6 — Conclusion

We will review the key points from the day.

We will also provide a copy of your two recorded presentations.
