



# Presentation Skills

## Overview

Presentations are such an integral part of any business that the need to deliver them clearly and concisely has become a crucial skill. This course will enable attendees to overcome any nerves around presenting and provide them with the ability to plan, design and deliver effective presentations to audiences of any size.

## Who is it for?

Whether you need to design presentations of products and services for your clients; want to present yourself even more effectively in meetings or brush up on your techniques, then this course will provide you with invaluable tools to deliver memorable and professional presentations.

## What's covered?

- Presenting best practice
- Overcome anxiety & get into the right state to present effectively
- Planning and preparing for a presentation
- Audience analysis
- Rapport to gain & maintain connection & control of an audience
- Using body language & tone of voice to influence
- Gaining audience compliance and handling difficult questions
- Eliciting & managing states in an audience
- How to structure an effective presentation
- Use of visual aids & attention grabbers
- Using constructive feedback to develop delivery style

## Learning Objectives

- Control nerves in order to present confidently
- Structure a presentation so that it maintains the audience's interest
- Speak to the audience in their language so they receive a clear message
- Deliver with style and presence so that they remember you for all the right reasons
- Leave your audience feeling enthused & engaged to get positive results

Workshops are delivered by experienced training and development professionals