

Presentation skills

Who is it for?

This course is intended for managers and experienced presenters who want to improve their planning and presentation skills and techniques.

What will I do and experience during the training?

The training is fully interactive. Registered participants will receive advance copies of the presentation in a draft form. Lots of individual work during the session gives participants the opportunity to hear any comments the trainer and the group may have on the effectiveness of the presentations seen. All presentations will be videotaped and then played back followed by feedback from the trainer and participants attending the session

What will I be able to do after the training?

You will:

- Understand the importance of careful planning and preparation for a successful presentation
- Learn how to define presentation goals and objectives and how to structure key messages for maximum impact
- Find out how to make a strong first impression
- Learn how to reach the audience and maximize audience interaction
- Learn how to keep audience attention during your presentation
- Understand what kind of impressions the look of your face, the tone of your voice and your body posture make
- Learn how to handle difficult questions and challenging situations during the session
- Practice in a safe environment and receive feedback on your presentation
- Identify your own presentation style and areas for improvement.

Duration:

Two days