

*A one-day course, which informs and instructs in the art of presentation.*

# **Presentation Skills**

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## **Aims & Objectives**

This course will show delegates how to:

- Develop presentation skills that achieve objectives
- Improve their confidence and expand their range of techniques
- Adopt a style which encourages the spectators to consider and participate

## **Key topics include:**

- Your fears – confront and dispel
- Your personal “presence”
- Non-verbal communication
- Atmosphere – never underestimate its’ power
- Improvement of the planning and structuring of presentations
- Power Point and OHP – friends or foes?
- Designing your presentation
- Unfamiliar ground
- Audience Analysis
- Fail to plan and you plan to fail