

PRESENTATION SKILLS FOR BUSINESS

Two Day Workshop

Why Attend?

Success in business today depends not only on *what* you have to say but also on *how* you put your ideas across. Even the strongest business case will fail to impress if it is not presented in a clear and professional manner. You may have been in situations where you did not feel confident in speaking to groups. You may have wondered where to stand or what to do with your hands. Perhaps you have occasionally been thrown off track by an awkward question. This workshop will enable you quickly learn the secrets of professional presenters and help you to do justice to your ideas by presenting them with impact.

What Will You Learn?

Objectives: By the end of the workshop you will be able to:

- Effectively plan and structure a presentation
- Deliver your presentations with confidence and impact
- Confidently handle visual media to enhance your presentations
- Interact effectively with an audience and handle questions

Specifically you will learn how to

- Clarify and write the objectives of a presentation
- Plan and structure a presentation to meet the required objectives
- Balance desired objectives with time available and nature of the audience
- Quickly gain rapport with an audience
- Boost the motivation level of the audience to listen to your presentation
- Use your voice qualities and body language to connect with a group
- Utilise stance and movement to best effect
- Use a range of methods for responding to audience questions
- Get an audience involved through posing questions
- Overcome nerves and boost up your confidence
- Apply simple principles to use any visual medium effectively

How Will You Learn?

The workshop is highly practical and will enable to apply the principles easily to your own situations. You will have plenty of opportunity to make presentations and receive professional coaching and feedback.

Pre–Course Preparation: In advance of the training you are asked to identify the typical situations in which you will be applying your learning and also make a note of your learning objectives. It is recommended that this is done through discussion with your manager.

What are the Benefits?

What will I be able to do once I have learned these skills? On completion of the programme you will be able to structure presentations in ways that are appealing and easy to understand. You will be able to immediately increase your confidence and effectiveness in speaking any kind of group. Whether you are speaking at a small in-house meeting, presenting to a client or addressing a large audience, you will be able to improve your performance straight away.

