



## **EFFECTIVE PRESENTATION SKILLS**

### **DESCRIPTION**

A two day course that gives participants the opportunity to learn and to practice presentation skills and techniques in a safe and positive environment. We use minimum theory, maximum tips and practice, structured feedback, and video recording to ensure that participants get the most out of the time spent.

### **AGENDA**

#### **1. Introduction**

#### **2. Planning the Presentation**

- a. Beginnings and endings
- b. Starting the Presentation
- c. During the Presentation
- d. Delivery
- e. Using Visual Aids
- f. Using notes

#### **3. Preparation of presentation**

- a. Bullets
- b. Rough draft
- c. Start and finish
- d. Rehearse and Revise

#### **4. Checklists for the presentation**

#### **5. Dealing with questions**

#### **6. Non-verbal behaviour**

#### **7. Executing the presentation**

- a. Preparing and using notes
- b. Preparing and using visual aids
- c. Breathe life into your presentation
- d. The presentation itself
- e. Conclusion

### **TARGET AUDIENCE**

Any individual who presents in front of an audience (large or small), and who wishes to present themselves effectively.

### **OBJECTIVES**

To understand what comprises effective presentations, what to do, what not to do, and to practice these skills in a safe environment.

We strongly recommend meeting again 2 months later for a further half-day in order to reinforce the 2-day training, to learn from each others experiences, answer open issues, and review individual techniques.