



## Course Outline Presentation Skills

This course is designed for those who have to give presentations in the course of their work. It covers all types of presentation, from an informal 1-1 up to a formal presentation in front of a large audience.

This course stresses the importance of message analysis followed by audience analysis in order to prepare the most effective presentation.

This course also provides a safe environment for delegates to practice different things rather than doing so in front of a 'live' audience

The content shown below is for our scheduled course and can be customised to suit your requirements if you are making a company booking, or for us to come to you. Please call to discuss details. All courses are Instructor-Led and Interactive and we like to keep delegate numbers to a maximum of 8 to ensure that all delegates get the most benefit from the course.

### Contents

#### **Fundamentals of presentation**

- Effective presentations
- Understanding effective presentations
- Understanding different types of presentations
- Planning a presentation
- Establishing objectives
- Determining objectives
- Making realistic objectives

#### **Audience analysis and supporting material**

- Audience analysis
- Analyzing the audience
- Supporting materials
- Selecting supporting materials
- Understanding the types of supporting material
- Exploring retention and visual aids

#### **Building presentations**

- Build presentations
- Building the presentation
- Develop an introduction
- Developing the introduction
- Capturing the attention of the audience
- Organize the body of the presentation
- Organizing the body of the presentation
- Using transitions
- Effective conclusion
- Creating the conclusion
- Closing the presentation

#### **Presentation mechanics**

- Visual aids
- Introducing visual aids
- Using different types of visual aids
- Understand visual aids
- Displaying visual aids
- Creating visual aids

#### **Presentation process**

- Extemporaneous speaking
- Understanding the presentation process
- Preparation for speaking
- Reducing the fear of speaking
- Using warm-up routines
- Deliver a presentation
- Using different aspects of voice
- Nonverbal communication
- Using nonverbal communication aids
- Maintaining a focus on the audience

#### **Question-and-answer session**

- Handle questions effectively
- Handling questions
- Understanding the question-and-answer session
- Handle challenging questions
- Handling challenging questions
- Handling challenging audience

#### **Fundamentals of persuasion**

- Understand persuasion
- Understanding persuasion
- Analyzing the audience
- Motivating the audience
- Making claims
- Organize a persuasive presentation
- Creating a persuasive introduction
- Understanding the body of a persuasive presentation
- Methods of persuasion
- Using different methods of persuasion

#### **Concluding Remarks**