



Call 0800 112 3034 for bookings and information.

Presentation Skills

This course is designed to help those who are either new to presenting or who feel nervous when faced with this task. The course begins with learning how to design and structure a presentation before moving onto the techniques and practicalities of presenting.

Course Content

- Module 1** Presentation Styles
Overview of different presentation styles

- Module 2** Designing Your Presentation
Assessing Your Audience
Drafting Your Presentation - writing for the ear
Developing the Presentation

- Module 3** Enhancing your Presentation
Technology and Visual Aids
Handouts

- Module 4** The Practicalities of Delivery
Room Preparation
Delivering the Presentation
The importance of a trial run

- Module 5** Strategies to deal with anxiety and nervousness
Body Language
Using your voice
Handling Questions

Course Duration	1 day
Course Cost	£230
Certification	Attendance Certificate