
Presentation Skills

A one day programme

What is a presentation? To start with, it is not a lesson and the presenter cannot think of their role in terms of a teacher. None of the audience is going to sit an examination and answer questions on the presentation. A presenter cannot set them homework, give individual attention to backward pupils, or stop to give a quick test to see who has been paying attention. Presentation is about persuasion, in either the written or the verbal form. You will gain an understanding of how to design, plan and deliver a verbal presentation, and become aware of the importance of marketing an idea.

Key elements of presentations

The day involves learning the basic attributes of a good presentation and practising your presentation skills to highlight your personal strengths and weaknesses. The objective is to let you practise and make your mistakes in a safe environment. The facilitator will then help you to improve your skills in order that you can take full advantage of the days programme. To achieve this you will be required to delivery a 5-minute presentation at the beginning of the day, which you have prepared prior to the training course. At the end of the training session, you will give a second presentation of 10-minutes. This second presentation is to assess improvements and to establish what areas of weakness that you need to work on. Delegates develop this second 10-minute presentation as an exercise during the days training.

The programme enables participants to:

- Design business presentations that give impact
- Deliver verbal presentations which are professional and meaningful
- Practise your delivery and get coaching to improve
- Learn the basics of designing a PowerPoint slide presentation
- Learn the techniques and skills of preparing slides and flip charts

Learning outcomes:

At the completion of the programme, you will feel confident in presenting your ideas knowing that they have a solid professional foundation. You will also feel more at ease when delivering a formal presentation to others. You will have become aware of your strengths, so you can build on them and you will be conscious of your weaknesses and be able to develop a strategy to eliminate them.

Programme Agenda

Your first 5-minutes of fame

Each person will give a 5-minute presentation on a subject of his or her choice prepared prior to the training.

Preparation – The what

The objective and goals
The structure and duration
The opening - creating the hook
The middle - delivering the message
The ending - telling everyone what you have told them

The schedule – The how

What shall we say?
How shall we say it?
How will we delivery our message?
Deciding what presentation medium to use for best impact
Practice and rehearsing

Delivery – The skills

Un-scripted presentation - the problems
Time planning - never overrun
Spoken Vs written English
Delivery voice control
Mannerisms and distractions
The art of presentation

Using Microsoft PowerPoint and other visual aids – The way

The creation of an overhead presentation
Avoiding death by PowerPoint
Slide shows
Flip chart Layout and design

Your second 10-minutes of fame

Each person will give a 10-minute presentation on a subject of his or her choice. The presentation will be prepared during the days training programme.

Typical delegates are:

Professionals who are have experience in presenting, but who want to develop and improve their skills. Also for those people, who want to learn how to apply these skills in a business environment? This involves participating in an ongoing series of presentations.