

Course Title: Essential Presentation Skills – 1-day course
27th November 2008

Trainer: Neil Farnworth

Duration:

09:45 for 10:00 start 16:00 end

Who should attend?

This training has been designed for all professionals who need to deliver highly effective presentations in the course of their work. It is highly participative.

Why should you attend?

Energise your presentations by strengthening your core competence and introducing innovative ideas which will motivate your audiences.

You will discover how to plan and deliver extremely effective presentations which will enable you to win more business.

Course Outline

- Communications
- Understanding your audience
- Gaining & retaining interest
- Why and how people learn
- 2-way Communication
- Body language
- Planning
- Aims & Objectives
- Structure
- Storyboard Techniques
- Venue layout
- Delivery
- Using your voice
- Overcoming nerves
- Appropriate use of visual aids, OHP, PowerPoint
- Involving your audience
- Supporting Materials