

## PRESENTATION SKILLS

LOCATION	DURATION	No. of DELEGATES	COST per person
On-site	2 days	4 -12	£500.00

**This course will give you a number of opportunities to practise your presentation skills, receive structured, constructive criticism on your strengths and weaknesses in specific areas and concentrate on practical improvements**

### OUTLINE

In business today presentation is an essential skill. If you can present with knowledge and experience and be interesting and informative you will stand out.

The ability to communicate your message effectively and leave favourable impressions with your audience is a mixture of the depth of knowledge of, and familiarity with, your subject matter, your experience, the ease with which you put yourself across, how you use seriousness and humour, the way you dress, act and speak and what you don't say, as much as what you do say. Stillness plays a part.

Good presentation is not limited to the content of what you are presenting but includes how you come across, the media you are using and the impressions you create and leave with your audience.

### AIM

To develop and improve your presentation skills.

### OBJECTIVES

To understand the components of effective presentation.

To raise your awareness of how you come across.

To receive specific, structured feedback on where you are effective and ineffective in your presentation.

To improve your ability to 'work' an audience.

To understand how to plan and prepare a presentation.

### OUTCOMES

Ability to use the components of effective presentation in all your presentations.

Confidence in your ability to present to any audience.

You will receive information which will enable you to tackle weak areas in your presentation skills.

You will be more able to think on your feet.

You will understand the difference between 'show' and substance.