



4D Group

Presentation Skills Advanced

Who Would Benefit?

Anyone who, as part of their role needs to prepare and deliver presentations.

Objective

Often our success within business is dependent upon effective presentations. To achieve success, the presenter must captivate the audience, communicate well and be seen as a professional. No skill opens more doors, creates more visibility or motivates more effectively.

This course is primarily designed to enable delegates to practice the skills of researching, preparing and delivering professional presentations.

Content

Introductory self-based presentation.

What makes a great presentation.

Structuring a presentation.

Preparation.

- set objectives, determine content.

- audience analysis.

- timing.

Visual aid types and effective use.

Basic rules:

- advantages and disadvantages

- before the presentation begins

- logistics

- establishing rapport and P.M.A.

Non-verbal communication:

- postures and gestures

- facial expression/eye contact

- orientation/proximity

- appearance

- aspects of speech and voice tone.

Coping with anxiety.

Distractions to avoid.

Cue cards vs. notes.

Audience management:

- holding audience attention

- dealing with questions

- handling difficult situations

- things to avoid

Work related presentations.

Evaluation:

- methods of evaluation and why.

- self appraisal.

Impromptu presentations.

Duration

One day

Minimum Numbers

Three delegates