



4D Group

## Presentation Skills Introduction

### Who Would Benefit?

This course would benefit those making presentations for the first time.

### Objective

A highly interactive day with practical exercises. At the end of the day delegates will feel confident to make their first successful presentation.

### Content

#### **Preparation**

Good preparation is confidence key.

Time to make a positive impact.

Professional start.

Average attention spans.

Ways to convey information:

- questions

- examples

- analogies

- statistics

- body language

- tone and pitch of voice.

#### ***Creating the presentation***

Use of visual aids

PowerPoint - an aid, not a tool:

- font use, consistency, simplicity.

Think about your audience:

- your aims

- their expectations.

Brainstorming, mind-mapping.

Presentation length.

How much to include.

What are you going to tell your audience and why?

Introduction, middle and close.

#### ***Delivery***

Practise, practise, practise.

Start solidly.

Tell them what you're going to tell them, tell them, and then tell them what you've told them.

Talk to the audience, not your PowerPoint slides (or other visual aid).

Talk to the whole audience.

Awareness of self-movement, voice, posture.

Pausing is fine.

Love what you are doing and be enthusiastic.

### Duration

One day

### Minimum Numbers

Three delegates