

Professional Presentation Skills

Why you should attend

Presentations are an important management tool for gaining commitment, and support for putting your case across at various levels within any company. As Communication Managers the need to sell solutions, promote ideas and work in project management all require presentation skills, which range from user training through workpackage updates to board proposals. It's that breadth of skills that require you to be adaptive to reach out at to your target group.

The Professional Presentation Skills course will provide you with the foundation to develop those skills and the video of each of your on-course practise sessions will act as a reminder of the various departments of a presentation.

The size of each class is limited (maximum 6) to ensure a relaxed atmosphere, which encourages feedback and the time for at least 5 presentation practise sessions. Each practise session is considered by our tutors who will feedback on a one to one basis to each delegate in confidence.

Who will benefit

This course is ideal for anyone who is new to communications management who require the basis for professional presentations in their day to day work environment. Although designed for the Communication Manager, other managers and professionals will gain from the foundation nature of the course.

Course objectives

On completion of the course you will be able to:

- Describe the 5 departments of a presentation
- Describe the 3 stages of delivery
- Show how to make the most effective use of visual aids
- Prepare and deliver with confidence, a 15 minute presentation.

Course Duration

For the full course detailed below, it is normally a 2 day (9.00 - 5.00) non-residential event

Contents

<i>Introduction Presentations - Practise Sessions</i>
What makes a good presentation ?
Preparation is everything -
Innovation,
Arrangement,
Style,
Memory,
Delivery
Impact on delivery -
Introduction,
Body,
Summary
Feedback Rules OK
<i>Internal Customers Presentation - Practise Sessions</i>
“A picture paints a thousand words”
or getting your message across with Visual Aids
Over Head Projector, Flip chart,
35mm Slides, Computer Graphics, Video, Multimedia
<i>Team Brief - Practise Sessions</i>
Play to your audience -
Psychology
<i>Work Package Update - Practise Sessions</i>
<i>Board Proposal - Practise Sessions</i>
What needs to be considered with Group Presentations
<i>Customer Presentation: "Our Communication Services" - Practise Sessions</i>