

# Presentation Skills

**Contents** Being able to present confidently and effectively to small or large audiences, whether in group situations, meetings or one-on-one, is one of the most sought after skills in the workplace and also one that most people shy away from.

This course will assist the delegate to transform their presentation skills to create clear and compelling presentations and deliver them effectively. Tools will be provided to assist in the development of presentations and the confident delivery to the audience

- Outcomes**
- Preparing, structuring and organising your presentation
  - The effective use of verbal and non-verbal communication
  - Effective use of visual aid in your presentation
  - Audience Analysis
  - Interact successfully in oral communication
  - Use strategies that capture and retain the interest of an audience
  - Making your presentation interesting
  - Dealing with questions, disruptions and trouble makers
  - Identify and respond to manipulative language

**Target Audience** Suitable for individuals at all levels who are required to speak in front of others and wish to project a professional image and develop their skills and confidence

**Duration** 3 days

**Investment per learner** A quotation will be provided on request