

PRESENTATION SKILLS COURSE OUTLINE: 1 DAY

This session is intended for anyone who gives formal presentations as part of their role and are looking to develop their skills to the next level.

OBJECTIVES	
<ol style="list-style-type: none"> 1. Examine the skills required to plan, prepare and deliver an effective presentation 2. Practise the skills in a number of presentation scenarios 3. Give participants additional skills and competence in the delivery of any presentation 4. Identify personal development areas 	
CONTENT	
<p>SESSION 1: Introduction</p> <ul style="list-style-type: none"> ▪ Introductions ▪ Course objectives ▪ Housekeeping ▪ Overview 	<p>SESSION 4: Presenting with Impact</p> <ul style="list-style-type: none"> ▪ Speaking without notes ▪ Using rhetorical questions ▪ Voice animation ▪ Positive and partnership language ▪ Verbal and non-verbal behaviours ▪ Controlling eye movement
<p>SESSION 2: Planning and Preparation</p> <ul style="list-style-type: none"> ▪ Criteria for an effective presentation ▪ The importance of planning and preparation ▪ Establishing your objective ▪ Identifying with your audience ▪ Presentation structure ▪ Tips for effective PowerPoint® presentations ▪ Incorporating sales / technical collateral 	<p>SESSION 5: Summary</p> <ul style="list-style-type: none"> ▪ Summary ▪ Q&A session ▪ Action planning ▪ Evaluation
<p>SESSION 3: Influencing and Persuading People</p> <ul style="list-style-type: none"> ▪ Involving and relating to your audience ▪ Presenting your message ▪ Handling questions ▪ Avoiding technical jargon ▪ Motivating commitment – selling with the presentation 	

TO BOOK A PLACE ON THIS COURSE OR FOR FURTHER INFORMATION, PLEASE CALL THE HJS PEOPLE TEAM ON 02380 234222.