PROFESSIONAL DEVELOPMENT TRAINING

Presentation Skills Training

REQUEST QUOTE

2.0 DAY COURSE

This Presentation Skills Training course provides you with the in-depth knowledge and skills to plan, create and deliver a powerful presentation that will capture the attention and interest of your audience.

After completing this course, you will have learned: how to choose the most appropriate and effective presentations and delivery method based on the message and audience, how to create fantastic flip charts and compelling PowerPoint presentations, the appropriate presentation tools, how to encourage questions and discussions after the presentation and much more.

This interactive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

What You'll Gain:

Good information, great ideas or the best proposal only gets you half way. To be a successful professional presenter you need to be able to capture your audience and take them on your journey using effective presentations.

Positioning yourself and your ideas in a consistently positive and professional manner enables you to make a professional impression — the first time and every time. Raw information is logical but being logical does not capture anyone's attention for too long. Persuasive presentations start with raw information, opinions are added, colored with imagery, and given personality. The more of the mind you tickle, the more retention and motivation you reap.

This **Presentation Skills Training Program** will teach you how to prepare quickly, utilize the best method for delivering your message, and maintain audience interest at all times.

Outcomes

By the end of this course, participants will:

- Learn to design effective & engaging presentations

- Select the most suitable delivery method based on the audience, the environment & the message being delivered
- Master powerful & effective verbal & non-verbal communication techniques
- Gain insight into effective techniques for calming nerves
- Learn to create fantastic flip charts to support the key messages
- Create compelling PowerPoint presentations
- Learn different tools to add diversity & interest to engage an audience
- Learn to pump it up a notch to deliver higher energy presentations

Modules

Lesson 1: Why present?
- Welcome
- The purpose of presenting
- My presentation style
- Module 1 Reflection

Lesson 2: Researching your topic and organising information
- Primary and secondary research
- Selecting content
- Giving form to your presentation
- Module 2 Reflection

Lesson 3: Writing your presentation
- Starting with an outline
- Which words to use
- Writing the introduction
- What to include in the body
- Writing the conclusion
- Editing
- Module 3 Reflection

Lesson 4: Verbal and Non-Verbal Communication Skills
- Listening and hearing
- Asking and fielding questions
- Body language
- Module 4 Reflection

Lesson 5: Overcoming Nervousness
- Preparing mentally
- Physical relaxation techniques
- Rehearsing your presentation
- Module 5 Reflection

Lesson 6: Using Visual Aids
- Fantastic flip charts
- Creating compelling PowerPoint presentations
- Vibrant video and amazing audio
- Module 6 Reflection

Lesson 7: Time to present
- Presentation - take 2
- Module 7 Reflection

Talk to our expert team

Phone:

Email: