

EFFECTIVE PRESENTATION

Effective presentation skills can enhance the likelihood of a successful outcome. In many business roles today, outstanding presentation skills have become a core competency for achieving key goals and influencing the decisions and actions of others.

Course Duration

3 Days

Target Audience

Anyone starting to meet clients face-to-face, or in need of training in presentations, with much role-playing.

Prerequisite

No prerequisite, preferable attending communication Skills Course.

Course Objectives

To provide delegates with the skills required to present effectively to both groups and individuals and most importantly to develop their confidence which makes presenting so much easier and therefore more successful. The course covers comprehensively all the areas necessary to deliver presentations with real impact.

Benefits for the individual

- Improved capabilities for planning and structuring presentations based on audience needs and attitudes
- Enhanced skill in using delivery techniques and strategies that hold audience attention
- Greater confidence and ability in handling questions or objections

Course Contents

- Introduction to High Impact Presentation
- Delivery Skills
- First Presentations
- Process of listening and Understanding
- Planning Your Presentation
- Building Your Presentation
- Handling Questions
- Presentation Rehearsal