

Core Skills Programme

Introductory Presentation Skills

Course Outline

Introduction

It is important that people do justice to themselves and their ideas when presenting to groups, whether they be customers or colleagues. However, formal occasions produce fears in many people. To overcome these fears and become a more effective speaker, certain key skills need to be learned and practised in a supportive environment. This course will not only deal with how to present your message, but also how to communicate that message effectively to your audience.

This introductory programme provides a supportive environment in which delegates can learn fundamental presenting skills.

Please note that this course is not a PowerPoint presentation course however will touch on effective use of visual aids. It is therefore not a prerequisite to have attended a PowerPoint course however some familiarity with visual aids such as PowerPoint is an advantage.

For

People who want to learn the communication skills to deliver effective presentations.

Objectives

The aim of the course is to give delegates the confidence to make clear, convincing, enthusiastic and well-organised presentations.

Course Content/ Learning Components

The course introduces a planned approach to speaking. It covers all the crucial areas of 'what to say and how to say it', including: preparation, structure, audience, human skills, pre-work.

Preparation	<ul style="list-style-type: none"> Defining the aims to meet the audience's needs Making best use of notes and visual aids Mental preparation to overcome nervousness Appropriate choice of words and use of humour
Structure	<ul style="list-style-type: none"> Creating a clear, coherent structure for the presentation Concentrating on putting across the key messages
Audience	<ul style="list-style-type: none"> How to gain a positive audience reaction Handling questions and interruptions with authority
Human Skills	<ul style="list-style-type: none"> Using one's voice for full impact The power of body language, eye contact and gesture
Pework	<ul style="list-style-type: none"> Please prepare a five to eight minute presentation based on a customer case study making use of visual aids. (This will be thoroughly reviewed on day 1 in light of the presentation skills learned up to that point.) Please also prepare a 15-20 minute presentation to give on day 2 of the programme making use of visual aids such as PowerPoint slides, transparencies etc. This should be work related and different from the presentation prepared on day 1.

This is down to earth and stimulating. We take great care not to embarrass or undermine the confidence of any individual. Each course member receives practical experience in delivering several presentations, some of which are pre-prepared. Closed circuit television is also used during part of the course so that delegates can see their own faults and chart their progress. Group discussions and assessments of performance are conducted under professional guidance at all times.

Behavioural Competency Addressed

The following primary competencies and success factors will be addressed in the course:

- Communication: Delivery Through People.

Duration

This is a two day course.