

### Presentations Skills

#### Who is this course designed for?

This course is designed for those who need to be able to make confident and effective presentations to a workplace audience.

#### What are the course objectives?

- Design your presentations to meet the objectives set by you or others
- Explain the needs and wants of your audience
- Know how to use presentation techniques and aids to maximise your message
- Be able to deliver your message with impact and clarity
- Explain how to deal with difficult questions and be able to request and deal with audience feedback
- Evaluate yours and others presentation performances

#### What's in the course?

- Building the framework of your presentation
- Understanding your audiences' preferences
- Developing your presenter qualities
- Preparing yourself both physically and mentally to present
- Keeping to time and other disciplines
- Using presentation aids
- Feedback techniques and evaluation
- Presentation practice, practice, practice makes perfect ...

#### Our approach to this course:

theory and discussion	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	participation in group /individual activities	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	workbook exercises	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
practice exercises	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	presentations (informal and/or formal)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	handouts	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
case studies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	written/multiple choice test	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	work based assignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

#### What next?

Please CONTACT US to book this course:

[enquiries@thewayahead.org.uk](mailto:enquiries@thewayahead.org.uk)

**Price: £225**

(+ VAT)

1-day workshop

*“Training today’s people for tomorrow’s world”*