PROFESSIONAL SOLUTIONS
TRAINING & CONSULTANCY

PRESENTATION SKILLS

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Duration: 1 Day
Cost: £275 + VAT

Most professionals are required to make presentations - to colleagues, to clients and potential clients. Whether it is an informal meeting, or delivering a particularly pressurised argument, the manner in which you present the information is vital.

The key to any successful presentation, and the aim of this course, is to address the issue of confidence and unlock or enhance your own unique style of delivery, enabling you to make the presentation work for you.

COURSE CONTENT

- planning the presentation
  - outlining your presentation objective
  - structuring your presentation
  - analysing your audience using the FACTS approach
  - choosing the correct presentation style
  - preparing the materials
- effective communication
  - what makes a presentation effective?
  - enhancing the clarity and power of your voice
  - the impact of non-verbal communication
  - using visual aids to enhance your presentation
- managing the audience
  - understanding your audience
  - building rapport with the audience
  - staying in control
  - taking questions
- personal power
  - your own strengths and weaknesses
  - overcoming nerves
  - analysing your image
  - enthusiasm, conviction, dynamism and motivation

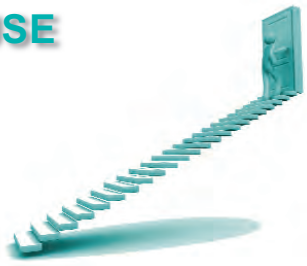
TUTOR/S

Stephen Madge MA OXON is an experienced human resources and training professional with 15 years experience gained in consultancy and training management. He regularly designs and presents training courses in personal skills courses to satisfy training needs within professional offices.

excellent, useful, relevant, challenging and helpful

Excellent	63%
Very Good	37%

BRING THIS IN-HOUSE



- convenience and less disruption
- confidential and directly relevant
- value for money
- time savings
- freedom of expression
- better interaction and effective learning

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