

Presentation Skills

For all staff levels – in particular, those staff needing to give presentations as part of their job | **2 days***

* Ideally, but can also be run over 1 day - ideally there would be no more than 12 participants, given the intensive nature of the skills practice, the short duration and the need for feedback to each participant

The workshop will enable participants to identify the target audience, and how to tailor their presentation to effectively engage and deliver the required message. It will give them the necessary skills and confidence to deliver presentations to any type of audience, be it colleagues or external stakeholders.

Objectives

On completion of the training, participants will be able to:

- identify how to tailor presentations to relevant audiences
- deliver key messages effectively to inform, convince, persuade and engage
- practice specific presentation skills (managing voice, body language, etc.)
- use audiovisual aids effectively
- understand what makes presentations effective

Key Content

- The key elements of effective presentations (including the appropriate use of visual aids)
- A step by step approach to creating a presentation (including purpose, audience, structure and style)
- Managing the voice and body language in presentations
- Techniques for an interesting and engaging presentation
- Skills to build confidence and reduce nervousness
- Developing and delivering a presentation
- Skills practice and constructive feedback

Comments by Participants

- Very informative
- Narayan was fabulous! Entertaining, informative, helpful
- The spontaneous sessions really built confidence
- Excellent material - information very relevant
- Very relevant - presented extremely clearly - interestingly
- Very interactive - well done
- I really benefited from this workshop
- I got a lot out of it
- A very useful two days.