

Duration: ½ Day

Membership: This course is intended for delegates with little or no experience of presenting to others or those who feel that a formal grounding in the principles of Presentation Skills would be advantageous. This course is designed to enable individuals to be more effective as a presenter.

Please note that delegates will not be expected to deliver a presentation themselves during the course as the trainer will provide examples in order to identify and criticise poor practice.

Objectives: On completion of this course delegates will be able:

- To identify their strengths as a presenter
- To employ delivery techniques
- To structure a presentation
- To use PowerPoint and other aids effectively
- To discover how to find out if the presentation was effective
- To identify areas for development with or without the use of the course notes.

Structure: Each course will consist of 2 sessions divided into modules of work.

Content:

- Different types of presenting style
- Essentials of effective presenting
- Body language and vocal projection
- Structuring the presenting
- Different learning methods
- Tips on using PowerPoint and other aids effectively
- Tips to win over the audience
- Finding out if the presenting was effective

Pre-requisites: Some experience of delivering a presentation to others is advantageous

Contact: 101 SystemWorks Ltd 0121 681 6550
07973 507371
les@101systemworks.co.uk