



Presenting Skills Workshop including PowerPoint Training

2.0 or 2.5 Days Workshop

Overview

Presenting skills is a vital tool in communication and this workshop will not just reinforce current skills but also help develop a range of additional presentation skills that will take your facilitation skills to new levels. Learning the techniques of effective delivery, alongside the techniques used to prepare and structure a presentation will ensure even experienced presenters will feel confident to give successful presentations to audiences both large and small. This workshop will also develop the PowerPoint skills to design and deliver fast, effective and interactive presentations

Objectives:

- Learn ways to effectively prepare and structure a Presentation.
- Practice the techniques used by presenters to make an immediate impact.
- Review the impact of your delivery including body language and voice.
- Develop the techniques to able to control your delivery effectively.
- Make use of appropriate visual aids including PowerPoint, flip charts and projectors

Contents:

- Developing the material
- Making an immediate impact
- Working an audience
- Use of humour and interaction
- Controlling nerves and environments
- Visual aids and PowerPoint Training
- Practical exercises
- Facilitated learning
- Video Review

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