



## Presentation Skills

Course Duration 2 Days

### Course Objectives

At the end of the course participants will be able to:

- Understand where nervousness comes from and implement practices to overcome those feelings
- Understand how an audience remembers a presentation and how to cater to the audience learning styles to increase retention
- Plan a presentation using a Powerful introduction, a body and a conclusion
- Use body language, voice and breathing techniques when presenting
- Understand the importance and use of visual aids
- Ad-lib, tell stories and use emotional triggers to deliver powerful and memorable presentations

### Course Outline

#### Nerves

- Why do we get nervous
- Overcoming nerves

#### Audience retention

- Context
- Chunking information
- Audience breaks
- Story telling

#### Learning styles

- Auditory
- Visual
- Kinaesthetic

#### Remember our presentation

- Improving memory
- Method of Loci

#### Start a Presentation

- Tell a story
- A quotation

- Imagine this
- An unusual statistic
- Ask a question
- Humour

#### Presentation Body

- Presentation structure

#### Closing a presentation

- What to include

#### Questioning skills

- Why use questions
- types of questions
- Audience questions

#### Being prepared

- Know your objectives
- Know the environment
- Know the audience
- Audience checklist

#### Voice

- Voice techniques

#### Body Language

- Posture
- Eye contact
- Gestures
- Facial expressions
- Where to stand

#### Visual Aids

- White board & flip charts
- Handouts
- Show and tell

#### Presenting with PowerPoint

- Text, text and more text
- Focus on visuals
- No reading
- Colour
- Slide show length
- Running PowerPoint

### Target Audience

Anyone wishing to improve their presentation skills.