Presentation Skills

London: 18 May 2012

Course Overview:

In any presentation the most important factor is the presenter. This workshop takes delegates through the process of planning and executing a presentation.

The rationale is to be able to plan and structure any presentation so the presenter knows that the content meets the objectives. The next stage is to be able to deliver the presentation with confidence and in a professional manner.

This interactive workshop enables participants to understand these elements and, by practising them, they will be able to deliver meaningful and powerful presentations in the future.

Course Content:

Outcomes

- Participants produce individual outcomes for their training and future development

First Presentation

- On any subject with feedback from fellow participants and the trainer

Structuring a Presentation

- Preparation
- Knowing the audience
- Gathering the content
- The 10/80/10 rule for structuring the presentation
- Achieving a well structured presentation

Second Presentation using Lessons from the Structuring Session

Building Rapport

- Adopting the right attitude and building confidence
- Relaxing prior to the presentation
- Using NLP to get the message across
- Non verbal communication
- Using gestures to enhance the message

Language Patterns to Enhance the Presentation

- Using your voice tonality to enhance your presentation
- Maintaining interest
- Identifying positive language that builds rapport and gains respect

Final Presentations

- Delegates deliver a final presentation incorporating all the learning points, with feedback from peers, trainer

Times	Fee Per Participant 1-2 participants: £450 + VAT (£540) each	SRA CPD Hours
09:30 - 17:00	**Discounts available for multiple participants:** 3-4 participants: **15% discount** per participant 5-6 participants: **20% discount** per participant 7-8 participants: **25% discount** per participant 9 or more participants: **30% discount** per participant	**6**

Delivering this course in-house for you to a number of participants could be very cost effective. Please call us on 020 7387 4484 to discuss this further.