



Training Course on Presentation Skills

Presentations provide us with a platform to explore issues, communicate a consistent message, reach consensus and persuade.

This is a programme designed to enable participants to make more effective public presentations. It is useful for anyone who has to present their ideas before an audience. As well as learning the basics of presentation principles, planning and delivery, participants also build their self-confidence in managing large groups of people.

Participants develop their skills in the following areas:

- Awareness of what makes presentations effective
- Introducing the talk
- Planning the presentation and organising the presentation structure
- Linking the different parts of the presentation together
- Choosing appropriate language
- Reinforcing the message
- Using visual aids effectively and appropriately
- Using effective body language to support the message
- Ending the presentation
- Dealing with questions
- Dealing with nerves

This programme balances video input with regular hands-on practice and feedback. From the first day, participants are presenting to the group, as input is looped in step-by-step. By the time the participants come to make their final presentations, the improvement is clear.

Practical work is video-recorded and participants receive their presentations on DVD. An Intermediate level of spoken English is usually required to benefit fully from this programme. However, participants may also make their final presentations in a local language if preferred.

Day One

- What Makes Presentations Effective?
- Presentation Tips
- The Introduction
- Organising the Presentation
- Practical 1

Day Two

- Attention & Retention Theory / Presentation Planning
- Linking the Parts
- Message-based Presentations
- Practical 2

Day Three

- Using Visual Aids
- Body Language
- Summarising the Talk
- Managing Post-presentation Discussion
- The Differences between Presentation & Facilitation
- Practical 3