

## Presentation Skills Training

**Duration:** 2 days

### Objectives

Delivering a brilliant, memorable and interactive presentation requires a number of skills including effective planning, choosing the right delivery method(s), developing outstanding customised content, professional group facilitation, the efficient use of technology, effective communication skills and more. This course provides you with this in-depth knowledge and skill building in the planning, preparation and delivery of truly engaging presentations. You'll learn how to use specific tools and techniques for presentation creation and delivery which will enable you to conduct powerful presentations that engage your audience every time. As part of this professional development training event, you will have an opportunity to develop and present to your peers and receive feedback from the group. This course is delivered in partnership with PD Training.

### Pre-requisites

None

### What you'll learn

- Learn to design effective & engaging presentations
- Select the most suitable delivery method based on the audience, the environment & the message being delivered
- Master powerful & effective verbal & non-verbal communication techniques
- Gain insight into effective techniques for calming nerves
- Learn to create fantastic flip charts to support the key messages
- Create compelling PowerPoint presentations
- Learn different tools to add diversity & interest to engage an audience
- Learn to pump it up a notch to deliver higher energy presentations

### Course Outline:

#### Lesson 1: Getting Started

Workshop Objectives

#### Lesson 2: Presentation Preparation

Conducting needs analysis  
Initial outline layout  
Research, write and edit

#### Lesson 3: Delivery Method Options

Types of delivery methods  
More advanced methods  
Basic things to keep in mind

#### Lesson 4: Communication Skills -Verbal

Active listening techniques  
Questioning techniques  
Powerful communicating tips

#### Lesson 5: Communication Skills – Non-verbal

Body language explained  
Your external body language  
Other's external body language

#### Lesson 6: Overcoming Stage Fright

Pre-event planning  
Mental preparation  
Physical relaxation techniques  
Exuding confidence to the audience

#### Lesson 7: Create Effective Flip Charts

Suggested tools  
Flip chart advantages  
Effective use of colours  
Always have a 'Plan B'

#### Lesson 8: Creating Compelling Presentations with PowerPoint

Suggested tools  
PowerPoint tips  
Always have a 'Plan B'

#### Lesson 9: Creative Use of Whiteboards

Wall mounted vs electronic  
Suggested tools  
Effective use of colours  
Always have a 'Plan B'

#### Lesson 10: Vibrant Videos and Amazing Audio

Suggested tools  
Video and audio tips  
Creating 'Plan B'

#### Lesson 11: Pumping it up a Notch

Making them laugh  
Engaging with questions  
Promoting audience interaction  
Managing questions and comments

#### Lesson 12: Wrapping Up

Words from the wise