

Practical Presentation Skills



Aim:

Speaking in front of a group of people is one of the most common fears people experience. Yet being able to present ourselves, our companies, our ideas and products to others is one of the most essential skills to have in life. The ability to communicate our ideas effectively helps other people catch our enthusiasm - and without that enthusiasm and support of others, many great projects would never get off the ground.

Good information, a great idea or the best proposal are only half the battle. Being able to successfully present them, by capturing an audience and taking them on your journey, is what this Presentation Skills course teaches participants. This practical and engaging training course focuses on the key skills needed to design, develop and deliver powerful presentations using industry standard software.

Key Presentation Skills Covered on the Presentation Skills Training Course:

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

To Book – Call *Mohill Computer Training* on (071) 9632024

Why You Might Need a Presentation Skills Training Course:

This presentation skills training course is designed for professionals, managers, sales executives, team leaders and job interview candidates, in fact, anyone who might at some point be required to stand up and deliver a talk on any topic. Some course participants may have previous presenting experience whilst others may have none. This course endeavours to provide all the necessary skills and techniques required to deliver an effective and memorable presentation.

The course is ideal for anyone wanting to:

- Maximise their presentation opportunities
- Give confident presentations
- Enhance their career prospects
- Boost their industry profile
- Plan and prepare better presentations

You can increase your presentation productivity with better presentation skills and techniques. With this Presentation Skills training course you can expect to benefit from more confidence...and achieve better results.

Course Content:

Creating the Program

- Performing a needs analysis
- Writing the basic presentation outline
- Researching, writing and editing

Choosing your Delivery Methods

- Basic methods
- Advanced methods
- Basic criteria to consider

Verbal Communication Skills

- Listening and Hearing: They aren't the same thing
- Asking questions
- Communicating with power

Non-Verbal Communication Skills

- Body language
- The signals you send to others
- It's not WHAT you say, It's HOW you say it

Creating Compelling PowerPoint Presentations

- Required tools
- Structuring a presentation for a particular audience
- How to make a presentation scalable to different time frames
- Easily decide what to include and what to exclude
- How to create slides that clarify and engage
- Quickly organise material in a logical order
- Reduce the need to refer to notes
- Ensure the content is of interest to the audience

Delivering Effective PowerPoint Presentations

- How to naturally pace a presentation and stop rushing
- How to create a sense of enthusiasm and commitment
- How to change the mood and create contrast
- How to add emphasis to key points
- How to use notes effectively and maintain credibility
- How to effectively integrate the spoken message with the slides
- Common technical disasters and how to avoid them

- **How to use PowerPoint as a secret autocue**
- **When and how to turn a slide off**
- **Little-known keyboard techniques to enhance the presentation**

Pumping it up a Notch

- **Make them laugh a little**
- **Ask them a question**
- **Encouraging discussion**
- **Dealing with questions**