



## Powerful Presentations (1 day)

Making presentations requires confidence and professionalism. Developing these skills will enable you to make presentations that have impact and are memorable.

All of us can learn the secrets used by experts to become both competent and confident when speaking to either a large audience, chairing a meeting or making face to face presentations.

### **Benefits to you and your organisation:**

***By the end of the course, participants will be able to:***

- Recognise the benefits of planning, preparation & performance
- Polish your delivery style
- Understand different presentation purposes and their related styles
- Deal confidently with difficult situations
- Prepare a plan of action

### **Learning Methods**

This course takes the theory of planning preparation and performance and utilises practical exercises as a tool to achieve greater personal results. Delegates will be required to bring a short prepared presentation with them.

### **Who Should Participate**

Individuals who are required to deliver professional presentations.

### **Improving Confidence**

- Handling nerves
- Presenting a positive image
- Relaxation Techniques

### **Preparation & Planning**

- Knowing your audience
- Structure your presentation
- Presenting in a style that encourages your audience to listen
- Techniques to influence and persuade
- Preparing materials
- Avoiding misuse of jargon
- Rehearsing

### **The Presentation**

- The location
- Presentation aids – advantages & disadvantages
- Audience interaction
- Managing a difficult audience
- Dealing with questions effectively
- Timing your delivery

### **Evaluation**

### **Develop a Personal Action Plan**