

Effective Presentation Skills

Category: Personal Development

Course Details

Duration: 1 Day

Timings: 09:30 - 16:30

Channels of Information

- This covers the major aspects of your presentation. The content of the presentation, your body language and your voice.

Aids to Delivery

- Supporting aids are intrinsic to good presentation.
- Constructing and using notes effectively to promote a more spontaneous approach to the audience.
- Valuable information on the pros and cons of different audio visual aids and how to use them to the best effect.

Planning your Presentation

- Understanding the important of planning and preparing for a presentation and why structuring presentations effectively is important.
- The importance of researching your subject area and having up to date factual and interesting information.

Interaction with the audience

- The all important questions and answer session where audience and presenter will interact.
- How to ask questions and respond to answers from the audience. Getting the audience to participate and dealing difficult delegates.

Evaluation

- Asking for feedback – positive and constructive comments.
- The use of "happy sheets" and how to learn from feedback to improve future presentation skills.

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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