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making a difference to business

Improving your Presentations Skills
Course Outline

Course Overview:

Effective presentations play an important part in almost every area of work. Quite often it is how other people judge our effectiveness. Presenting well is just as vital outside the work environment.

The course is run over **1 or 2 days**, providing the delegate with the basic skills of building and delivering a presentation.

Course Objectives:

Upon completion delegates will be able to:

- To research and build a presentation
- Understand the selection and use of suitable visual aids available
- Select and set up the correct environment for a presentation
- Develop and improve their existing presentation style
- Deal with interruptions
- Develop effective questioning techniques

Who should attend:

Anyone who needs to prepare and deliver presentations and who may need to develop their style and effectiveness further

Duration: 1 day or 2 days

Research	Establishing the objective, sources of material, correct emphasis, finding a suitable environment, types of equipment, developing the visual aids
Presentation techniques	Notes, styles, no barriers, approaches, body language
Voice	Rhythm, speed, volume, pitch
Questioning techniques	Open & closed, question, pause & nominate, overcoming objections
Rapport building	Establishing and retaining control, staying ahead, importance of feedback
Practical element	During the course delegates will be assisted in the production and delivery of a presentation relevant to their own work environment.

Course Outline .ne

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