

Professional Presentation Skills

Target Audience: All job roles that are required to give formal presentations and professional impromptu feedback; individuals that are seasoned presenters wishing to polish their presentation skills.

Key Learning Outcomes

- Learn how to plan, construct and prepare effective presentations.
- Overcome nervousness and anxiety.
- Deliver more polished and powerful presentations using voice, tone and body language to maximise impact, persuasion and effectiveness.
- Present with enthusiasm, building on your natural ability.
- Focus attention on the key issues and generate audience interest and acceptance of your message.
- Practice delivery and receive objective feedback from video role-play and analysis.

Course Delivery

- ✓ Theory: Latest best practice
- ✓ Team discussions and exercises
- ✓ Technique application practice
- ✓ Video recorded presentation and feedback sessions
- ✓ Personal action planning

Course Outline

MORNING SESSION

Self-Awareness and Personal Power

- The Importance of Perception
- Self Esteem and Image Projection
- Examining Your Image and Credibility
- Knowing the Personal Power You Have

Planning and Constructing Your Presentation

- Planning for the Perfect Performance
- 7 Focal Points of a Presentation
- Structure of a Presentation
- Writing Scripts and Using Notes
- Guidelines for Presenting Data

Analysing the Audience

- Audience Empathy Styles
- Understanding Different Communication Modalities
- Analysing Non-verbal Contributions
- Anticipating Audience Reactions and Planning Your Response to Objections

AFTERNOON SESSION

Delivering the Presentation

- Dress for Success
- Dealing with Nervousness
- Making an Impact Using Body Language
- Speaking with Authority, Confidence and Persuasion

Presentation Practice for all delegates

10 minutes presentation, 5 minutes feedback each

Presenting in Different Situations

- Participating in Team Presentations
- Presenting at Executive Meetings
- Impromptu Presentation Practice – 3 minutes each

Best Practices for Presenting

- Why Presenters Fail
- Top Tips for Successful Presentations

Pre-Course Work: Completion of Pre-Course Questionnaire and Preparation of a 10-minute presentation

Course Material: Includes facilitator's slides, exercise worksheets, background reading/articles and recommended books

Ideal Number of Participants: 5

Maximum: 8

Minimum: 2