

Presentation Skills

“There are always three speeches, for every one you actually gave. The one you practiced, the one you gave, and the one you wish you gave.” Dale Carnegie

Many studies have found that public speaking is the number one fear amongst most people, outranking flying, snakes and spiders! Ironically, it is also one of the most important skills to master in your professional career. Whether you are making a presentation to the board, a new customer or even presenting an idea to your boss or a colleague, it all matters.

Our interactive and career-changing programme will give your teams the skills, know-how and confidence to make compelling presentations. Experienced trainers will be on hand to give personal feedback to correct mistakes and we recommend that this programme is spread over a number of sessions to allow plenty of time for preparation and practice.



Course Objectives and Content

KEY LEARNING OBJECTIVES

1. Understand the importance of planning, preparation and structure when making presentations.
2. Understand how best to use visual aids.
3. Learn more about Para-verbal and non-verbal skills during presentations.
4. Have plenty of time for practice to build confidence and experience.

WHO IS THIS FOR?

This course is specifically for anyone who regularly makes presentations to internal or external audiences.

COURSE CONTENT

1. Understanding why presentations are so important; the message they send and the impression they give.
2. Focus on the planning; addressing the who, why and what?
3. Developing the structure; techniques to structure flow, prioritise what you cover and cut out what you don't need.
4. The use of visual aids; less is more and the use of images and charts.
5. How you sound; the tool box of para-verbal skills.
6. How you look; non-verbal strengths and mistakes.
7. Practice makes perfect; participants challenged to present non-work topics .
8. Practicing your topics; participants challenged to present their own slides/topics.
9. Detailed feedback session; trainer and audience feedback.
10. Creating a long term development plan.

Call us now on the numbers below

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