

Presentation Skills

Duration: 1 day

Purpose and aim of course:

This day course provides an introduction to the knowledge and skills required in order for an individual to be an effective presenter. It allows learners to practice presenting to other people and how to convey messages clearly to an audience. Learners will have the opportunity to take part in practical exercises to build their skills, non-verbal communication and the use of visual aids.

This unit is suitable for persons who:

- are new to presenting,
- would like to gain the necessary knowledge on how to deliver effective presentations,
- wish to gain more confidence to enhance their current presentation skills.

Learning Outcomes

On completion of this course, learners will:

- gain the necessary confidence in order to effectively deliver clear and concise presentations,
- develop the necessary skills in order to become a first-class presenter,
- learn how to structure presentations,
- understand how to use non-verbal behaviour effectively when delivering presentations,
- learn techniques how to build trust and rapport with an audience, whilst managing difficult audience members,

Materials:

Learners will receive all necessary material for this course including copies of presentation slides and exercises used in class.

Prerequisites:

This course is a stand-alone course and does not require any previous knowledge.