

Effective Presentation Skills

The ability to present confidently and persuasively is an essential skill and a key indicator of professional competence. Our Effective Presentation Skills workshop will help you develop skills that will enable you to change the world to benefit you and those who listen to you.

This one-day workshop is highly interactive and our facilitator will work with the group to ensure that each delegate achieves maximum benefit from the day. The workshop content detailed below acts as a framework for the day.

Workshop content

1. Introduction to the day's activities
2. Individual introductions
 - What should our introductions achieve?
 - What's the correct structure and content for a brief introduction?
 - Preparing the introduction
 - Make our individual introductions
 - Analysis and feedback
3. What is presenting?
4. Self-evaluation – identifying strengths to build on and weaknesses to improve
5. The building blocks of world-class presenting
 - Audience
 - Objective
 - Location
 - Presenter
 - Message
 - Call to action
 - Conclusion
6. The sales pitch – using the presenter's skills in one-to-one situations
7. The elevator pitch – unplanned, not unprepared
 - The do's and don'ts of elevator pitches
 - Understanding the objective
 - Preparing the pitch
 - Deliver the pitch

- Analysis and feedback
8. Visual aids
 - Identifying when visual aids are necessary
 - Understanding what visual aids must achieve
 - Working with PowerPoint
 - Do's and don'ts
 - The advantages of using images
 - Flipcharts and white boards
 9. The role of technology
 - Is technology needed?
 - The zero-technology option
 - The common items of technology used by presenters
 - Managing failures
 - Projectors
 - Microphones
 - Sensible precautions when using technology
 10. Bringing it all together
 - Time to prepare and deliver a presentation
 - Facilitator led analysis and feedback
 11. Questions and answers
 12. Time to reflect and consider specific actions for individual improvements
 13. Course feedback

To book your place at this workshop please visit www.flprodev.co.uk/presentation-training.php or email info@flprodev.co.uk.