

Presentation Skills

Workshop Purpose:

To assist participants to build and deliver, with confidence, presentations that their audiences will enjoy and remember.



Workshop Outcomes:

On completion of this workshop participants will be able to:

- Consider the fundamentals of effective communication with groups of people from a range of backgrounds
- Focus on the audience and adapt focus from 1-way delivery to 2-way engagement
- Create and use a template for effective planning and preparation of a presentation including self, audience, content, and materials
- Practice a range of delivery techniques and work on specific aspects of presenting, to increase confidence and impact
- Explore ways of handling questions in ways that increase the audience's trust and understanding

Who should attend:

Any person involved in the organisation who is involved in delivering presentations

Duration:

2 Days

For a minimum of 8 to a *maximum of 12* participants

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