



PRESENTATION SKILLS

AIM AND APPROACH:

The aim of this workshop is to provide potential presenters with all of the techniques to deliver professionally. This is an intensive workshop that provides a structured approach to presentations and affords numerous practice sessions for each key step.

PROGRAMME OBJECTIVES:

- To make a professional and effective presentation that will put their message across with enthusiasm and clarity
- To design and develop presentations that will be professional, impact and successful
- To make the best use of visual aids and equipment and avoid the pitfalls of their abuse
- Recognise the importance of solid preparation as the key to successful presentations

AUDIENCE:

Employees who have to make presentation skills as part of their duties or are lacking in assertiveness. Each participant will be encouraged to keep a learning record for the Programme.

PRE-WORK:

Participants should arrive at the workshop with some firm ideas and research done on their area of presentation.

DURATION:

2 Days consecutively

AGENDA DAY 1:

- Introduction, Objectives and Agenda
- Presentation Skills
- Initial Presentations Exercise
- Knowing your Audience
- Defining the purpose of your presentation
- Developing the subject material

WORKPLACE ACTIVITY:

Develop the first draft of the presentation material.



PRESENTATION SKILLS cont'd

AGENDA DAY 2:

- Packaging your presentation
- The use and abuse of visual aids
- Delivery approaches and skills
- Presentation Exercises with Feedback on video
- Review of key learning's
- Dealing with group process and questions
- Final points on preparation
- Summary and Review

WORKPLACE ACTIVITY:

Develop an Action Plan for dissemination back in the workplace.

