

Presentation Skills Workshop (2 days)

Overview

When surveyed about their greatest fears, many people cite public speaking as their first. This workshop offers participants the opportunity to develop the skills necessary to deliver confident, meaningful presentations that influence and inspire their audiences.

Also, in today's business world staff and management are expected more and more to present to an audience of some kind. Whether it's holding a staff meeting, speaking at a business event, training or simply motivating a team, this requires continued development of presentation knowledge and skills.

This workshop aims to give participants the opportunity to practice the skills required to present and talk with confidence and credibility so they can present in any setting to any audience.

Learning Outcomes

On completion of this workshop participants will be able to:

- Develop confidence in the design and delivery of an impacting presentation, and help to control nerves
- Prepare the presentation through research on the target group
- Make the presentation memorable and relevant for an audience, therefore improving the opportunity for influence
- Deliver the presentation in a confident manner
- Deal with questions and minimise the impact of difficult situations

Agenda:

Day 1 - Timing (Approx.)	Session Number and Title
09.30 – 10.00	Session 1 – Introductions and Expectations
10.00 – 10.45	Session 2 – Be prepared
10.45 – 11.15	Session 3 – Handle your nerves
11.15 – 11.30	Break
11.30 – 12.30	Session 4 – Use professional tools and techniques
12.30 – 13.30	Lunch
13.30 – 16.30 (to include a 15-minute break)	Session 5 – Practice sessions and preparation for day 2

Day 2 - Timing (Approx.)	Session Number and Title
09.30 – 09.50	Session 1 – Welcome back and recap
09.50 – 10.20	Session 2 – Engage your audience

10.20 – 11.00	Session 3 – Make your message memorable
11.00 – 11.15	Break
11.15 – 12.15	Session 4 – Be believable
12.15 – 13.15	Lunch
13.15 – 16.00 (to include a 15-minute break)	Session 5 – Practice sessions
16.00 – 16.30	Session 6 – Action planning