

Advanced Presentation Skills

INTRODUCTION

This course is designed for experienced people who need to present with more persuasion and professionalism. All presentations will be recorded and constructive feedback given.

COURSE OBJECTIVES

By the end of the course, delegates will have:

- **Reviewed** the essential factors for successfully preparing and planning a presentation
- **Reviewed** the importance of breathing and relaxation techniques to develop a more relaxed, calm and comfortable style.
- **Improved** understanding of non-verbal communication and how, using some simple techniques, they can add extra professionalism to a presentation.
- **Learnt** how to get to know what the audience want to hear and how to shape the presentation accordingly, depending on the type/level of the audience
- **Practised** presenting with more professionalism
- **Improved** the quality of their voice, the volume, the variety, the articulation, to add inspiration and improve personal impact.
- **Practised** handling questions effectively

COURSE DURATION: 1 Day Course

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COURSE CONTENTS

Planning an Effective Presentation

What materials/equipment are required
The need for accuracy
Facts versus opinions
Presence

The Presentation Structure

Setting Objectives
Analysing the Audience
Importance of Openings and Closings
Use of humour

Physical Image

Coping with Nerves
Posture
Relaxation
Body Language
Eye Contact

Vocal Image

Qualities of the Effective Voice
Improving Articulation
Achieving Vocal Variety
Increasing Volume
Developing Resonance
Making an impact

Visual Aids - Uses and Abuses

Review the handling of visuals - The Golden Rules

Making the Presentation, Interactive

Encouraging Questions
Types of Questioner
Handling the Discussion Period
Handling difficult people/awkward questions

Skill Practice

Each Delegate to do a Presentation of no more than 15 minutes in length on a work related subject to a pre-determined audience.
Role-play Question and Answer Session
Audience and Trainer Feedback CCTV

Impromptu Presentations

Consolidation
Plenary Discussion

Personal Development Action Plan

