

Presentation Skills - Foundation

Speaking to groups is a powerfully influential form of communication in business; presentations can clinch that crucial sales contract or persuade companies to “do things differently”. Yet the prospect can be daunting for the speaker. This course equips delegates with proven skills and increased confidence, whether for proposals, promotions, meetings or training events.

By the end of the course delegates will be able to:

- successfully plan, structure and prepare a presentation according to the needs of the audience
- control anxiety and feel more at ease in front of an audience
- project their delivery by using proven vocal techniques
- understand the impact of body language in communication, and add professionalism through appropriate non-verbal means
- select and prepare appropriate visual aids

The course includes:

- coaching in the preparation and planning of presentations

- practising the techniques in front of a video camera so delegates can analyse their own presentation skills and identify areas for improvement
- verbal and non-verbal communication using visual aids
- handling audience questions and managing anxiety
- delivery of instant feedback to delegates in a relaxed environment to improve their performance and confidence
- Powerpoint is not used

This course is suitable for anyone whose work requires them to address meetings or make group presentations to internal or external customers.

Duration: 2 days



The Island Partnership

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