



Consulting

***“Achieving Business Goals through Successful Projects”
Project Mgt. Services Delivery, Consulting & Training for IT Projects***

Presentation Skills and Public Speaking Course Outline

In many surveys, “giving presentations” or “public speaking” often tops the list of fears that people have. Even skilled and experienced presenters often admit to feeling nervous before a presentation. Presentation skills are vital to success in today’s fast-paced work environment. We need these critical skills everyday when we contribute in team meetings, motivate groups and individuals, persuade others to take actions, deliver bad news to staff, facilitate meetings, and work with regulators, superiors, customers and suppliers.

Course Benefits

This 2-day course is designed to develop your skills and your confidence as a presenter. You will learn how to prepare, structure and deliver great presentations. In particular this course will focus on how to present yourself for maximum impact and engage your audience for a successful outcome.

At the end of this 2-day workshop, the participants will be able to:

- Deliver a presentation effectively
- Build confidence in giving presentations
- Engage and involve the audience successfully
- Develop successful strategies to manage difficult situations and people
- Prepare and structure a presentation for maximum impact
- Develop a specific action plan to build skills and confidence
- Apply a series of basic guidelines to deliver formal & informal presentations
- Define the purpose of their presentations based on the expected outcomes
- Prepare a variety of presentations, and produce effective openings
- Design evidence and visual aids, structure bridges and transitions from subject to subject, and deliver a memorable closing
- Identify and apply a series of effective questioning techniques
- Feel more confident about speaking in public through rehearsal and practice

Who Should Attend

This course is suitable for anyone who is involved in giving formal and informal talks and presentations. It is particularly of benefit to those who have little experience of presenting and who lack confidence in doing so. It will also benefit the more experienced presenter who wishes to learn more about structuring and delivering presentations or who wishes to build their confidence as a speaker. This course will be particularly beneficial to those in client-facing roles, to junior managers and team leaders, and to those who represent their organization on committees.

Presentation Skills and Public Speaking - Course Outline

The Content	The Delivery	The Audience
<ul style="list-style-type: none"> <input type="checkbox"/> Establishing a clear purpose <input type="checkbox"/> Using successful information gathering techniques <input type="checkbox"/> Choosing the best route through your material <input type="checkbox"/> Identifying the key points <input type="checkbox"/> Creating strong openings and closings <input type="checkbox"/> Knowing the pros & cons of different visual aids <input type="checkbox"/> Making it big, bold and brilliant 	<ul style="list-style-type: none"> <input type="checkbox"/> Carrying out the 'essential checks' <input type="checkbox"/> Presenting the 'right' image <input type="checkbox"/> Using your words, tone and body language <input type="checkbox"/> Working with the qualities of your voice <input type="checkbox"/> Acknowledging and overcoming nerves <input type="checkbox"/> Using relaxation techniques <input type="checkbox"/> Using mannerisms and gestures to enhance impact 	<ul style="list-style-type: none"> <input type="checkbox"/> Knowing your audience to develop presentations that appeal <input type="checkbox"/> Building rapport <input type="checkbox"/> Getting and keeping them on your side <input type="checkbox"/> Working with questions <input type="checkbox"/> Handling difficult people <input type="checkbox"/> Understanding group dynamics

Method of Delivery

This is a highly participative, practical and supportive course. Delegates will work in small groups throughout the course to apply the learning to a real presentation. On the second day, delegates will have the opportunity to practice these skills in a safe environment and receive constructive feedback. Our strategies include group presentations for those who may be nervous or self-conscious at the start, proceeding to individual preparation and presentation as confidence builds. There are many opportunities to evaluate presentations through facilitator and peer feedback.

Course Organization – Lessons

1. Introduction & Objectives
2. Dealing with Nervousness
3. Developing Self Confidence
4. Speech Reading
5. Speaking with an Exhibit
6. Introducing and Thanking Speakers
7. Presenting and Accepting Gifts
8. Organizing and Delivering a Talk
9. Using PowerPoint Presentations
10. Speech Magic – Effective Delivery
11. Impromptu Speaking
12. Presentations and Feedback