

ENERGISE YOUR PRESENTATIONS - DELIVER IMPACT



Module One - Planning & Preparation

- ▶ The Secrets of an Effective Presentation
- ▶ Establishing Clear Aims & Objectives
- ▶ Audience Focus
- ▶ Resources, Venue & Equipment
- ▶ Anticipating & Avoiding Problems

Module Two - Research & Selecting Material

- ▶ What to Include & What Not
- ▶ The Hook
- ▶ Mind Mapping

Module Three - Structuring Your Presentation

- ▶ The Beginning, Middle & End
- ▶ The Importance of Focused Content
- ▶ BOMBER B Model

Module Four - Putting It Across

- ▶ Design Image
- ▶ PowerPoint Tips & Tricks
- ▶ The Things Audiences Love
- ▶ Creating Interesting Material

Module Five - Delivering With Impact

- ▶ Non-verbal Communication
- ▶ Inspiring Confidence
- ▶ Saying it Loud & Clear
- ▶ Techniques for Overcoming Nerves
- ▶ Reading the Audience
- ▶ Handling Questions

Action Planning & Checklists

Duration: 2 Days

Price Per Delegate: £595
(Public Scheduled Course)

Price Per Course: £2,495
(On-Site at Customer Premises)

Suitable For:

This course is suited to individuals who need to deliver formal presentations to both small groups or large audiences.

Learning Outcomes:

The course will furnish delegates with the skills to plan, prepare and structure stimulating and engaging presentations and deliver them using a wide range of verbal and non-verbal communication techniques to maintain audience interest.

Course Preparation:

During the course, delegates will be required to demonstrate the skills they have learnt by delivering a presentation to last approximately 3-5 minutes. In preparation for this, please prepare a presentation, with a subject matter of your choosing, and bring the presentation with you to the course.