

Presentation Skills

Contents

Overview	2
Course Outline	2
Module One: Getting started.....	2
Module Two: Coping with yourself.....	2
Module Three: Preparing for the presentation	2
Module Four: Presentation techniques	2
Module Five: Presentation tips	2
Module Six: Getting rid of bad habits	3
Module Seven: Practising before the presentation.....	3
Module Eight: Venue layout and equipment.....	3
Module Nine: Delivery of presentation	3
Module Ten: Question and answers.....	3
Module Eleven: Closing techniques	3
Module Twelve: Review and follow up.....	4

Overview

This module has been designed to equip delegates with the skills to effectively deliver presentations.

The planning and preparing of presentations are introduced and the different parts of a presentation are identified. Tools for enhancing presentations are identified.

By applying the techniques and methodology attendees will be able to overcome challenges such as uncertainty of what to expect and how to deal effectively with it.

Taking the stress out of having to do

Course Outline

Module One: Getting started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Coping with yourself

- Coping strategy for nerves
 - Long before the presentation
 - Just before the presentation
 - When you are on the stage

Module Three: Preparing for the presentation

- What information do you require?
- When to use an ice breaker
- Which type of presentation will suit my audience?
- Sequence of events

Module Four: Presentation techniques

- How do I engage my audience?
- Who to focus on?
- Where should my initial focus be?

Module Five: Presentation tips

- Ways and means to introduce yourself and your company
- Inform your audience of the flow of the presentation
- Presenting yourself, your brand and your product

Module Six: Getting rid of bad habits

- What is considered “bad habits”?
- The effect of bad habits on the delivery of the message and the comprehension by the audience
- Types and categories of bad habits
- Tips to overcome
- Exercise: Application of the newly acquired skills

Module Seven: Practising before the presentation

- The use of practising “equipment”
- The use of an audience
- Objective feedback
- Application and repetition

Module Eight: Venue layout and equipment

- Different layouts
- Aligning of presentation to layout
- Methods of engaging with audience in line with the layout
- Effective use of equipment

Module Nine: Delivery of presentation

- Introducing yourself
- Introducing your brand
- Convey process to your audience
- Body language
- Using of hands
- Tone of voice and ways of emphasising of important points
- Jargon
- Using equipment effectively
- Testing of understanding by audience

Module Ten: Question and answers

- Be in control
- During the presentation (Pros and Cons)
- After the presentation (Pros and Cons)
- Effective use of the “parking lot”

Module Eleven: Closing techniques

- Effective use of closing techniques
- Final message (“Take home”) by audience

Module Twelve: Review and follow up

- Immediate follow up correspondence
- Follow up intervals
- Building the relationship