

## Presentation skills (one or two days)

The key challenge for any presenter is keeping the audience's attention.

This intensive workshop helps participants to capture and maintain attention, to make best use of their own resources as presenters, and to bring the visual elements of a presentation under control. You will present to the group, and have the opportunity to analyse your presentation using video-based feedback.

## Objectives

As a result of attending this course, delegates will be able to:

- use techniques to capture and maintain the audience's attention;
- manage their physical presence to aid the presentation;
- use their voice more effectively;
- use audience-friendly language;
- use slides to support the presentation; and
- deliver more memorable presentations.

Participants will deliver presentations at various points in the course, with time to apply techniques explored during the day. Presentations will be recorded on video and reviewed by the group and the trainers. Copies of the presentations can be made available as video files on CD-ROMs after the course.

Because of the intensive practical nature of the training, groups for this course must be limited to **eight** people.

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### Outline programme

#### **Introduction and objectives**

Objectives for the course  
The challenges of presenting

#### **Keeping the audience's attention**

Understanding the kairos  
Capturing attention and keeping it

#### **Non-verbal communication**

Gestures and how to control them  
Relating to the audience and the space  
Effective eye contact

#### **Vocal communication**

The three elements of effective speaking

#### **Words, words, words**

Bringing your language to life  
Using imagery, metaphor and figures of speech

#### **Using slides effectively**

Death by PowerPoint®  
Making the slides work for you

#### **Questions and answers**

Key tips for managing the Q&A session  
Using questions to strengthen your position

#### **Action session**

Participants identify actions they will take as a result of attending the course.

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