



Presentation Skills (full day)

Course Outline

To provide an understanding of the principles and techniques for developing and conducting professional presentation including and opportunity to practice and hone their skills.

Content modules:

- Presentation techniques and principles – taming the technology
- Developing a presentation plan
- Presentation tools and media
- Understanding your audience and what they want
- Relaxation and Meditation – controlling the nerves – some quick tips
- Presenting data and information for maximum engagement
- Thinking on your feet
- Preparing for question time
- Involving your audience – some hints
- Understanding learning styles
- Maximising your impact – tone, body language and other attention grabbers
- Getting it back on track when things go wrong – some tips on barriers/challenges

Learning outcomes:

- Being well planned and prepared
- A tool kit of aids to improve presentation performance and an understanding of techniques and principles which make presentations work
- Anticipating audience needs and plan and tailor presentations accordingly

Learning styles:

- Lecture/seminar
- Large group participation
- Case studies
- Small group break-outs
- Role plays

"[The presenter] was very knowledgeable and a good speaker."

"The course provider was very clear, helpful and delivered very valuable advice."

"What I enjoyed most about the session was how the presenter involved those present with activities and group discussion."