



PRESENTATION SKILLS

Course Template

Outcome:

Participants will have the conceptual framework, knowledge of effective techniques and skills, to be able to deliver successful presentations.

Target Audience:

Staff needing to give oral presentations as part of their job. The intensive nature of the skills practice and feedback (ideally with video) ideally restricts the number to no more than ten participants.

Duration:

One to two days (depending on numbers)

Objectives:

On completion of the training, participants will be able to:

- carry out the necessary planning needed for an effective presentation
- write powerful, relevant presentations with appropriate delivery aids
- successfully manage both themselves and their audience
- deliver effective presentations that are well-received by the audience

Key Content:

- Participants' experiences in presentation
- Key criteria for successful presentations
- Presentation steps: planning; research; preparation; rehearsal; delivery; evaluation
- Managing yourself
- Managing the audience
- Managing the material
- Skills practice

Comments by Participants:

- *Very informative*
- *Narayan was fabulous! Entertaining, informative, helpful*
- *The spontaneous sessions really built confidence*
- *Excellent material - information very relevant*
- *Very relevant - presented extremely clearly - interestingly*
- *Very interactive - well done*
- *I really benefited from this workshop*
- *I got a lot out of it*
- *A very useful two days.*