



## **Presentation Skills**

**Please note that delegates will have to prepare a 5-7 minute presentation on a topic of their choice.**

### **Objective:**

Delegates will acquire an awareness of some of the more advanced issues involved in public-speaking. This course will provide delegates with guidance on planning and delivering presentations in challenging situations.

### **Typical agenda:**

#### **Planning and Preparation:**

How to ensure that your presentation is appropriate for the situation, in terms of style, length, format and emphasis.

#### **Structure and Content of the Talk:**

How to make the presentation interesting by using stories; using emotional engagement to build rapport.

#### **Understanding Body Language:**

How to read body language and respond accordingly with your own body language; giving expression to your message through body language; how to develop personal presence and projection; how to understand individual stances related to perceived status.

#### **Dealing with Difficult Questions:**

Exercises designed to assist in helping you to be able to think on your feet.

#### **Using the Voice Effectively**

This section will explore the use of your voice to increase presences and to increase your confidence.

#### **Presentation Exercises (including preparation):**

Delegates present on an individual basis on a subject of their choice. (*Advance preparation will be required.*)

#### **Review and Conclusion:**

Constructive feedback at an individual level; Delegates develop self-awareness and critical faculties through observation and peer-review.

Duration: One Day