



Course Outline

Communication and Business Skills Series

This outline is intended as a guide to the possible content of a course.

In practice, our courses are tailored to meet the requirements of our clients.

Presentation Skills

Overview

The thought of having to give a presentation fills many people with a feeling of utter dread. Even experienced presenters sometimes find it very tough going. This course considers why this is & what you can do to give yourself the best possible chance of success. It is aimed both at beginners and those who have some experience, but who feel they would benefit from an overview of current best practice.

Outcomes

By the end of this course, you will be able to:

- describe the key stages of a presentation
- state the importance of setting SMART objectives
- list the positive and negative mannerisms to be aware of when making a presentation
- demonstrate how to develop and use visual aids effectively
- deliver an effective presentation.

To support the achievement of the above, you will have the opportunity to practise and develop your practical skills using a number of small group, paired and individual exercises. You will also be encouraged to develop a *personal action plan* to support your continued learning back in the workplace.

Duration

1 to 2 days (dependent on group size)

Key Areas Covered

- Creating the right climate.
- Preparation and structure - considerations for the INTRO, development and conclusion.
- The importance of developing SMART objectives.
- Visual aids - design considerations and how to use them effectively.
- Creating the right impression - personal skills to consider during the delivery phase.
- Individual practice - develop and deliver a presentation and receive constructive feedback from the group.

90 Harescombe, Yate,
South Gloucestershire
BS37 8UD

t: +44 7740 112310

e: solutions@tlsweb.co.uk

w: www.tlsweb.co.uk

