

Successful Presentations

Duration: 1 Day Course

Overview

Successful presentations is a practical presentation skills course designed to give delegates the confidence to make effective presentations that will be remembered.

This course suits

Any person required to make business presentations at any level.

What the Delegates will gain from the Course

- Greater confidence to make effective presentation with personal composure
- The ability to focus on a clients exact needs
- Understand the difference between features, benefits and matching benefits
- Return to the workplace with a wellpractised presentation which can be implemented immediately

Course Timetable

09:30 - 10:00

- Coffee & Course Objectives

10:00 - 10:30

- First Impressions
 - Body language, dress sense, voice/language and being your natural self.

10:30 – 11:00

- Personal Presentations
 - Delegates introduce themselves through a 3 minute presentation

11:00 – 11:15

- Coffee

11:15 - 12:00

- Key Elements of a Successful presentation
 - Effective openers, the body of the presentation and closing methods

12:00 – 12:30

- Tips On Giving Effective Presentations
 - Tell them about what they want not what you think they want plus other critical points.

12:30 - 13:30

- Lunch Break

13:30 - 14:00

- Setting Out Our Objectives
 - What do we really want to achieve with this presentation?

14:00 - 15:45

- Participants To Give Presentations
 - Delegates to give a short presentation. This should be a presentation they are required to make as part of their job and should last no longer than 10 minutes.
 - Feedback And Constructive Criticism

15:45 – 16:15

- Understanding the Audience
 - Identifying audience needs, what the audience likes and dislikes

16:15 - 16:30

- Summary & Action Plans Agreed