

Effective Presentation Skills

Length: 1 Day

COURSE CONTENT

HOW TO GIVE A “KNOCKOUT” PRESENTATION

- General Guidelines
- Delivery Skills
- Delivery Do's and Don'ts
- Minimize Nervousness

ENGAGE THE AUDIENCE

- Preparation and Planning of Oral Presentations
- Visuals
- Creating Interest and Establishing a Relationship with the Audience
- Body Language
- Voice and Pronunciation

PRESENTATION TIPS AND TECHNIQUES

- Plan the structure of your presentation
- Plan the content
- Effective use of Visual Aids
- Notes
- Presenting

PRESENTATION STYLES

- Importance of Presentation Skills
- Keys to Presentation Excellence

HANDLING DIFFICULT QUESTIONS FROM THE AUDIENCE

- Reward, restate and respond
- Keeping your answers short and simple
- Getting back on track after an unplanned interruption
- How to handle difficult audience members or situations

MANAGING THE POST-TALK Q&A SESSION

- Pre-empting "hot-button" questions
- Staying aware of the message you are conveying

REHEARSING AND DELIVERING YOUR SPEECH: BUILDING CONFIDENCE WITH PRACTICE

- Effective rehearsal techniques
- Incorporating audience feedback to improve a presentation
- Staying within your time limit

DELIVERING YOUR PRESENTATION

- Opening dynamically to create a winning first impression