

Course Title: Presentation Skills

Course content:

- Nerves! Everyone gets nervous when giving presentations, yet we are our own worst critic and believe it is just us! Acknowledging that it is normal to be nervous and that we will share tips and techniques on how to use that nervous energy can relax delegates enormously
- Structure: How to structure any presentation so you stay in control, keep your audience with you and get your message across
- Confidence: Image – voice, body language, movement & the power of positive self talk
- Handling your audience: Handling questions, including those you cannot answer, hecklers, challenges, mobile phones, and so on
- PowerPoint: How to make it work for you rather than against you:
- Not using it as our prompt
- Visuals v words
- How to move around whilst using power point
- How to keep the focus on you, not the slides!
- Practice! Delegates will be invited to give a five to ten minute presentation, using the techniques and structure discussed. Presentations will be videoed and each delegate will receive their own DVD (to include feedback) for them to watch at their own leisure

Key learning outcomes:

- Presentations are about key messages, not detailed information. They need therefore to be succinct – less is more
- Structure and practice are key to effective presentations!
- Everyone gets nervous, not just us. The key is to handle the nervous energy positively, even when things go wrong
- There is no such thing as a perfect presentation. Confident presenters know this and do not put themselves under pressure to make one, rather they stay calm when things go wrong
- Power point should never be used as our prompt but only as a visual aid to assist our audience to get our message