

IMPROVING YOUR PRESENTATION SKILLS

Duration:

One day

Who the course is suitable for

Anyone who has to represent themselves and their company

Description

There are as many ways of presenting as there are people – we all work differently. Applying best practice will enable delegates to gain confidence in their style of delivery

Learning Objectives

Delegates will have ample opportunity to understand and explore all relevant areas:

- Think carefully about what you say
- Be yourself
- Sharpen your focus
- Presentation format
- Structure
- Content
- Learning from others
- Using notes
- PowerPoint
- Listening effectively
- Thinking on your feet
- Stand and deliver!

Prerequisites

The desire to deliver a professional presentation in the required format

Type of Programme

Structured workshop with time for interaction, planning and confidence-building

Delivery

Available as a public or in-house workshop
Teams of up to 10 across all managerial levels
Individuals from a variety of backgrounds

TO BOOK A WORKSHOP OR DISCUSS YOUR TRAINING NEEDS CALL: 020 8473 0261