

# Presentations with Impact

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## Description of Course

In a survey undertaken amongst experienced, middle and senior executives, designed to discover what they feared most, public speaking came out as number one. Death was eighth on the list! So, most of us would rather die than stand up and present!

This course will provide delegates with the ideas and techniques to help them feel more confident about presenting in English, and will help them to become an effective presenter.

## Course Objectives

By the end of this course delegates will be able to:

- Plan a presentation keeping the audience in mind
- Develop clear objectives for their presentation
- Present using an effective structure to maintain audience attention
- Use a variety of set phrases in English to introduce and close each section
- Use 'attention grabbers' to enhance their opening
- Present concisely to Senior Executives
- Develop effective visual aids
- Use positive presentation style behaviours
- Handle difficult questions from the audience with ease
- Practice their skills of presenting

## Aimed at:

Anyone who currently presents or is due to present to small or large groups and wishes to present more confidently in English.

## Duration of Course

1.5 – 2 days depending on group size and amount of time preferred for presentation practice

# Course Outline

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## Problems and Fears with Presentations –

Looking at the past problems delegates have felt and seen with presentations, what their fears are and their likes and dislikes of presenting.

## Qualities of an Effective Presenter

Identifying what makes a presenter excel and analysing the skills required.

## Planning a Presentation

Key considerations when planning a presentation and planning around the audience.

## Structuring Your Presentation

Considering the attention span of an audience and structuring the session around this. Using the “Introduction/Opening/Main Body/Summary/Conclusion” model to structure the presentation.

## Opening Attention Grabbers

How to start the presentation with a bang.

## Linking Phrases in English

How to introduce and link each part of the presentation.

## Presenting to Senior Executives

Specific guidelines to present to this very demanding audience

## Using Visual Aids

The do's and don'ts regarding visual aids and making them effective.

## Presentation style

Considering the impact of presentation delivery, including; mannerisms, gestures, eye contact, voice and nerves.

## The Question & Answer Session

Techniques such as reformulation of the question to buy time and to be able to handle any question with confidence

## Presentation Practice

A chance to test their presenting skills & receive feedback in a safe environment.