

## Advanced Presentation Skills

### Duration:

Two days

### Objective

As well as demonstrating how to prepare your most effective, interesting and memorable presentations, by the end of this course you will have been given detailed feedback on your natural, professional style and you will have been shown how you can work your delivery, persuasive language and audience interaction to maximise your impact.

Throughout this two day programme, digital recordings will be used and played back on regular occasions to help delegates follow their progress. Even the experienced presenters amongst the group will enjoy the core modules on channelling nervous energy positively; developing excellent oratory techniques and effectively using all aspects of presenting language to inspire their audience and instil confidence.

### Contents

Planning and preparing your presentation

being prepared: making a presentation plan, use of visuals, use of other resources

building confidence and managing any nerves

Starting your presentation

creating a good first impression & generating rapport

oratory techniques and crucial points to remember

using different resources and aids/when and where to use them

managing tricky situations

Presentation strategies and techniques - body language - techniques and examples of it's use by 'experts'

Showcase business value rather than the product or service.

Tie the major points of the presentation back to corporate objectives.

Closing the presentation

ending on a high

### Who should attend

This programme is suitable for all types of executives and managers who are expected to present to individuals within their organisation, to clients and to prospective client organisations in an impressive and professional manner.

### Course benefits

Understand how to use your personality to present a clear and coherent message

Improve vocal skills

Improve upon delivery by practising appropriate variations in style, pace and language

Channel excess nervous tensions positively

Value the diversity of accents and examine and analyse their impact

Shorten sales cycles

### Additional information

This course is designed to give participants a full understanding of how to prepare and deliver effective business and sales presentations. It is highly practical

and delegates will combine learning sessions with practice sessions using video to enhance their understanding of areas of strength

opportunities for improvement. The small number of participants on this course maximises the opportunity for individual coaching and feedback for each delegate.

**Certificates**

All delegates who successfully complete this course will receive a certificate of attendance.

**Trainers background**

The trainer for this course has extensive experience in design and delivery of presentation skills training. They have been successfully delivering training to both public and private sector organisations for over ten years and previously held a number of senior management positions in industry.