

Presenting with Confidence



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Objectives : Delivering a presentation requires skill, professionalism and confidence. Successful presenters can deliver a persuasive and convincing presentation with style and impact, and as a result can achieve their desired response.

Delegates will practice several different styles of presentation and be guided and encouraged by an experienced coach. Video recording equipment will be used and every delegate will be provided with a record of progress for further reference.

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

Make polished and powerful presentations using voice, tone and body language to maximise effectiveness

Win over an audience and encourage response

Overcome nervousness and anxiety

Plan and prepare presentations systematically to ensure clarity and impact.

Duration: **One Day**

Additional Information Course Content can be tailored to clients specific needs

Course Contents

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| <ul style="list-style-type: none">• First impressions• Creating the right conditions• Defining and redefining the objectives• Good preparation – planning and structure• Creating the right introduction• Delivering the Presentation• Language – style, vocabulary, tone• Content –information and data | <ul style="list-style-type: none">• Dynamic Delivery• Maintaining interest• Handling questions• Using notes• Establishing Rapport• Understanding your audience• Handling questions• Visual Aids• Managing Nerves |
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