



## Presentation Skills

### Course Overview

Making a presentation can be a daunting prospect for even the most confident of people. In fact it is listed amongst our 'Top Ten Fears', along with spiders, flying – and even death! This very practical 2 day course is ideal for anyone who wants to make presentations that are professional and memorable for all the right reasons.

### Who should attend

Inexperienced presenters who wish to develop their skills and become more confident. Also experienced presenters who would like to practise and give more polished performances.

### Course Objectives

By the end of the course participants will be able to:

- Plan and structure a presentation suitable for audience and purpose
- Use techniques for overcoming or coping better with nerves
- Deliver a presentation clearly and with confidence
- Design and use visual aids to best effect
- Handle audience questions and deal with any difficult 'types' effectively
- Evaluate training through different methods and maximise transfer of learning

### Course Content

- Key features of great presentations
- Importance of setting objectives and targeting the audience properly
- Preparation – techniques for gathering information and ideas
- Survival tips when landed with a presentation at the last minute

- Structuring a presentation using a 3 part approach
- The importance of strong beginnings and endings and how to achieve
- Creating and using notes to support delivery
- Choosing and using visual aids to best effect
- Tips for reducing and coping better with nerves
- Making best use of voice and using positive body language during delivery
- Techniques for handling audience questions
- How to deal with difficult 'types' and stay in control
- Practical presentations followed by feedback exchange and coaching
- Personal action notes

## Reviews

*"I am glad I attended this course and feel much more confident about presenting in the future. Trainer was very encouraging, supportive and gave good constructive criticism. Excellent materials for future reference ."*

*JR, NHS Scotland*

*"Feel this course has helped give me the skills and confidence to carry out more presentations and deal with my weak points to make delivery more slick.."*

*LM, NHS Scotland*

*"Excellent, plenty of practice and interaction between group members. Recommend to others.."*

*BA, NHS Scotland*

*"Excellent. Overall 2 days well spent."*

*LM, NHS Scotland*

*"Excellent course! Fully met my needs and has massively increased my confidence in conducting presentations.."*

*AT, Fife Coast & Countryside Trust*

*"Videoing was excellent, got a different perspective. Liked that there was a lot of input from everyone."*

*DG, Scottish Agricultural College*

*"Excellent delivery. I really enjoyed the course even though I was dreading it!"*

*HL. Moredun Research Institute*

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