

Presentation Skills Course Outlines

Course Overview

We offer three levels of Presentation skills training;

1. An introductory 1 day – dealing with handling nerves, body language and voice; this course is ideal for new starters, recent graduates and those who lack confidence in presentations.
2. An intermediate 2 day course for those with some experience of presenting – which builds on those initial skills and adds in structure, audience interaction and PowerPoint management.
3. An advanced course for those with more experience wishing to identify their own style and develop the confidence to speak with full authority to large audiences.

Course Objectives

The courses are all designed around a practical set of core skills which any presenter requires. These are breathing, preparation, voice and body control, content management and audience awareness.

- To assess the individuals initial level of personal competency
- To progress that competency throughout the course in such a way that tangible performance improvement is observable in each individual and by each individual
- To practice vocal improvement activities so that each individual is aware of improvement pathways
- To develop personal presentation confidence in each individual so that each individual can leave feeling confident about presenting

Presentation Skills Course Outlines

1 Day Introductory Course Outline

Group Introductions and Tutor Evaluation Point

- Short introduction from each individual
- How does it feel to think about presenting?
- Dealing with fear – flight or fight
- Exercises to build confidence and warm up the voice

First Presentation Practice

- Preparation time and guidance
- Breathing exercises
- Simple presentation on a familiar theme (holiday or hobby)
- Tutor feedback

Vocal Development

- Intonation exercise using Poetry
- Volume control
- Vocal expression
- Speaking clearly

Body Language

- Basics of body language
- Hands, Feet and Movement on stage
- Eye contact principles

Second Presentation Practice

- Second delivery of presentation with additional elements
- Feedback from tutor

Presentation Structure

- A simple structure for all presentations
- Opening and closing with greater effect
- Taking questions

End of course review

Presentation Skills Course Outlines

2 Day Intermediary Course Outline

Group Introductions and Tutor Evaluation Point

- Short introduction from each individual
- How does it feel to think about presenting?
- What are our present strengths and weaknesses?
- Exercises to warm up the voice and demonstrate current skill level

First Presentation Practice

- Preparation time and guidance
- 121 coach support
- Simple presentation on a familiar theme (holiday or hobby)
- Tutor feedback

Vocal Development

- Intonation exercise using Poetry
- Volume control
- Vocal expression
- Speaking clearly

Intermediate Body Language

- Detailed review of how body language affects people's perception of you
- Hands, Feet and Movement on stage; using the whole stage
- Eye contact principles

Second Presentation Practice

- Second delivery of presentation with additional elements and longer duration
- Feedback from tutor

Presentation Structure

- A simple structure for all presentations
- Opening and closing with greater effect
- Taking questions and managing the audience

End of day 1 review

Presentation Skills Course Outlines

2 Day Intermediary Course Outline – Day 2

Review of day 1, progress and outstanding issues

- Short introduction from each individual
- Challenges of presenting in different business settings
 - Sales
 - Marketing
 - Main Board
 - Teams
 - Projects
 - Clients

Creating an effective business presentation

- Handling data
- Setting expectations
- Time management
- PowerPoint use
- Thinking about what the audience needs

Vocal Development (2)

- Intonation exercise using Poetry
- Volume control
- Vocal expression

Presentation Practice – Opening and Closing elements

- Second delivery of presentation with additional elements
- Feedback from tutor

Presentation Practice – Main Body of presentation

- Second delivery of presentation with additional elements
- Feedback from tutor / Review via video camera

End of course review

Presentation Skills Course Outlines

1 Day Advanced Course Outline

Short introduction from each individual

Challenges of presenting in different business settings

- Conference Speaking
- Influencing via Presentation
- Presenting Strategies
- Motivating via a presentation
- Leadership presenting

Creating an effective business presentation

- Handling data and visuals effectively
- Setting expectations and delivering with impact
- Time management
- Presenting without Powerpoint
- Thinking about what the audience needs

Vocal Development

- Intonation exercise using Poetry
- Volume control
- Vocal expression

Presentation Practice – Opening and Closing elements

- Second delivery of presentation with additional elements
- Feedback from tutor

Presentation Practice – Main Body of presentation

- Second delivery of presentation with additional elements
- Feedback from tutor / Review via video camera

End of course review