

Perfecting Your Presentation Skills - A Practical Workshop (2) days

Overview

This workshop concentrates on the core elements of presentations - focusing on "preparation, practice and performance". Delegates will practise several different styles of presentation and will be guided by an experienced coach. Video recording equipment will be used and every delegate will leave the course with a record of progress for further reference.

Delegates should come to the course with an outline of a presentation to work on.

Who Should Attend?

This highly participative workshop is designed to enable delegates to project a more professional image by adding polish, interest and panache to their presentation. This course is ideal for people who can put a presentation together quite well, but want to stimulate a more positive reaction.

Outcomes

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

- Establish credibility and interest and make first impressions count.
- Successfully prepare, plan and structure your presentation.
- Make effective use of language through enunciation, style and vocabulary.
- Channel nervous energy to positive ends.
- Practise your performance in your mind.
- Maintain interest and keep the audience hooked.
- Add variety via humour and silence.
- Profile your audience for levels of interest, ability and influence.
- Explain the boundaries and limitations of your presentation.
- Deal with difficult people, handling objections and thinking on your feet.
- Effectively handle awkward presentations.
- Understand the pros and cons of visual aids and matching them to the audience.

Content

First Impressions Count

- Establishing credibility and interest
- Creating the right conditions: non-verbal and physical cues
- Defining and redefining the objectives

Panic Free Presentations

- Good preparation - planning and structure
- Language: enunciation, style, vocabulary
- Content: distinguishing between information and data
- Energy: how to channel nervous energy to positive ends
- Practising the performance in your mind

Dynamic Delivery - Adding Variety

- Choosing the best available information
- Maintaining interest - keeping the audience "hooked"
- Stimulating curiosity - the key to motivation
- Power and tone
- Humour
- Silence
- Using notes inconspicuously

Establishing Rapport with the Audience

- Understanding your audience - what are they expecting?
- Profiling your audience for levels of interest, ability and influence
- Creating introductions that "hook"
- Explaining the boundaries and limitations of your presentation

Managing Difficult Audiences

- Dealing with difficult people - controlling the flow
- Handling objections and difficult questions
- Thinking on your feet
- Handling awkward questions

The Use and Abuse of Multimedia

- OHPs, charts, video, 35mm slides, computer displays etc.
- The disadvantage of visual aids - maintaining control
- Matching the aid to suit the audience

Problems

- Problem buster tips and techniques

Personal Development

- Formulating a personal action plan