

Excellent ideas alone do not guarantee successful presentations. Success is determined by the structure, style and confidence of the presenter. You can deliver powerful, high-impact presentations by learning where to focus your effort and energy. This session will enable the delegates to:



- Manage anxiety and portray confidence
- Construct effective messages
- Maintain audience interest
- Develop engaging delivery skills
- Connect with, and focus on your audience
- Manage difficult people and questions
- Handle objections successfully

Who Will Benefit

This session is designed for people with little or no experience of structuring or delivering short presentations where the audience is required to think or act in a different way as a result of the presentation.

Course Outline

- Planning your presentation
- Structure information in a clear, logical and interesting way
- Understanding your audience
- Dealing with difficult questions and people
- Portraying self confidence
- Speaking with authority and feeling
- Techniques for reducing tension
- Modulation; pitch, pace, pause, intonation, emphasis, tone
- Matching your body language and expressions with the intended message
- Building rapport
- The power of silence
- Productive use of visual aids including PowerPoint
- Profiting from the Q & A
- Deliver a short recorded presentation
- Receive feedback and create an action plan

Duration

2 Day



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