

Powerful Presentations - One Day

This workshop is designed as an introduction or as a refresher for those who are experienced in presenting, with the emphasis on skill development and peer feedback to enhance skills on return to the workplace. Topics will be refreshed and skills enhanced to enable delegates to meet their 'presentation objective' time and again. To allow for practise and peer feedback this workshop has a maximum of 8 delegates (or two trainers).

CONTENT

What is my purpose?

- Why am I presenting – what is my objective?
- How will I know I have been successful?
- What's in it for me (the audience)?
- To prepare or to wing it?

The Structure

- Can you follow my story (beginning, middle and end)?
- Hooks, signposts and call for action
- Preparation tips and techniques

Watch Your Language

- The Language of Influence
- Keep it simple so my brain can process
- How much can I remember (the audience)?

Visual Aids and Props

- When and how and why to use
- Stimulating the senses – paint a picture

Handling questions and challenging people

- Big picture or detail
- What is the worst question I could be asked?
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Have a go and Peer Feedback

- During the day delegates will deliver at least one 5 and one 10 minute presentation

Action Plan

- What am I going to do differently when I next present?

