

BUSINESS PRESENTATION SKILLS (2 days)

Up to 6 delegates

This course is for any manager who needs to make formal business presentations in the course of their work, but may have had no training previously on the subject*. The first day concentrates on the 'theory' and the second day on the 'practical'. A time lapse of up to a week is advised between day one and day two to allow delegates time to prepare for a 15 minute presentation on day two.

The content is as follows:

Day One:

- Welcome/objectives
- Preparing to do a persuasive business presentation
- Setting realistic objectives
- Understanding the audience – what they are looking for and how they need to receive information
- Putting together the content – giving it structure that is persuasive and memorable
- Controlling timing
- Keeping interest/focus with visual aids**
- Group dynamics – dealing with the audience, their behaviour and questions

Day Two:

- Review day one
- Presenting yourself – dealing with nerves, body language, voice tone etc.
- Each delegate to carry out their presentation followed by feedback, (delegates also have the option of being videoed for their own reference later.)
- Review personal learning points/Close

* Course content can be adapted to include 'Advanced' presentation skills where delegates have more experience or previous training.

** It may be useful to also have formal training on the creation of 'Powerpoint' slides if delegates wish to use these, and to create/adapt their own slides. This training can be arranged separately.