

# Presentation Skills

## Programme Overview

### Summary

Every time you must present – whether to a large audience, sitting around a table or to a group of colleagues – you have the opportunity to make a powerful and memorable impact.

This 1 day course will help you to effectively prepare for your presentations so that you can approach them with confidence instead of fear.

You will learn how to plan, structure and deliver your content as informative and engaging presentations in a way that will engage and influence your audience.

### Style and Approach

Interactive and participative using a mixture of digital tools, breakouts/ groups, facilitator input, group discussions and debates, facilitator, and peer feedback.

### Programme Structure

One day

### Audience

This course is an essential starting point for anyone who may have to design and deliver presentations as part of their role.

### Group size

5 Participants

# Programme Overview

## Preparing for the workshop

You will be asked to bring along a topic of materials that you will be using for an upcoming presentation. This will be used during practical exercises throughout the programme and for presentation practice.

## Programme Topics

- Preparing yourself
- The style, structure and content of a presentation
- Keeping an audience engaged – Knowing your audience
- Storyboarding and framing
- Design principles and styles – Turning data into insight
- Deliver confidently with the effective use of your body language and voice
- How to handle questions and interruptions
- Recognise the impact of nerves and how to manage these
- Opening and closing sessions
- Practice presentation delivery and feedback

## Outcomes

Having attended this course, you will be able to:

- Create and structure an effective presentation.
- Deliver key messages using language your audience can relate to.
- Use visual aids effectively to enhance your message and keep the interest of the audience.
- Use your body language and voice confidently to deliver a more persuasive message.
- Establish credibility with your audience
- Manage your presentation nerves
- Develop different ways of handling challenging questions.
- Present in a more natural way that engages your audience and feels more authentic.

How to Apply:

You can self-nominate via Oracle.