



THE INFLUENCE BUSINESS

Raise your level of influence

PRESENTATION SKILLS

Overview

This highly practical **one day programme** for **up to twelve participants** is delivered in your chosen location and introduces you to the skills for delivering effective business presentations. You will learn and practice the key elements of presenting, be it internal or external, formal or informal, standing or seated. You divide into two equal size groups for all practical work.

Whenever you are in a meeting, networking or discussing an issue with someone, you are presenting yourself and your ideas. This programme is hugely relevant to all forms of communication.

Aim

To introduce you to and practice the key skills for delivering an effective business presentation and to give you the confidence to put them into effect.

Outcomes

At the end of the programme you will:

- Understand what to do to appear at your relaxed natural best when under pressure
- Understand the importance of and myths around body language
- Be able to adopt a conversational style when presenting
- Understand how to structure your message effectively for both yourself and your audience
- Learn strategies for overcoming and combating nerves
- Engage more with your audience and hold their attention
- Read and adjust to audience non-verbal signals
- Make and use speaking notes to stay in control
- Understand what works about visual aids (PowerPoint), what doesn't and why
- Understand the key requirements for handling questions effectively



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Outline Programme

We will address the following broad areas:

- Delivery
- Structure
- Use of Visual Aids
- Body Language, voice and nerves
- Question Handling

Methodology

Extensive use is made of individual video review that allows you to see yourself from the audience's perspective and have the confidence that the skills really work for you. Two coaches ensure that the ratio of participants to coach never exceeds 6:1, thereby giving maximum opportunity for practical delivery and evaluation of your presentations.



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