



training * coaching * competency

ays

Title of course Effective presentation skills (behavioural)
Duration of course 1 day
Start and end time 9:30 – 16:30

Introduction and Aim

This training course will help delegates deliver presentations more effectively and successfully. The course is ideal for people who want to work on their presentation delivery skills. Delegates will be asked to prepare a short presentation (of roughly 5 minutes duration) during the course.

The aim is to ensure delegates get the most from all presentation opportunities and develop their skills to the full.

Course Content

- Introduction into preparation for a good presentation
- Making a plan / structure of presentation
- Sticking to the plan and main message
- Your delivery and assertiveness
- Self presentation
- Body language
- Selecting the best training / presentation method
- Oral presentation (with and without OH / slides)
- Visual aids
- Your presentation

Open book assessment at end of course

Outcomes

Delegates will be able to:

- prepare and plan a presentation
- plan the opening, body and close of presentation
- understand the importance of a structured flow
- appreciate how their delivery impacts on the message
- deliver their message in an assertive manner and deal with questions
- understand how to read body language and how their body language is interpreted
- decide which method of presentation will suit the subject
- deliver a presentation, with confidence, through public speaking
- use the appropriate visual aids to back up their message

Suitable for: All staff members who need to be able to deliver a presentation in an interesting, factual and timely manner.

Previous experience required: None

Delegate numbers: Min 4 – Max 10

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