

Delivering a Presentation

How to ensure you get your message across to the audience

Course benefits:

Few people feel that they are natural presenters. When faced with an expectant audience, with all eyes on you as the presenter, even the best-prepared material can seem inadequate to give you the confidence you want.

Presentations stand or fall on the quality of the material and the competence of the presenter. Both can be learned and both improve with practice.

The focus of the course is on delivery and the programme provides a forum for the practice and honing of skills to enable you to deliver the presentation you want to give. From what to do before the presentation, to what to learn after it, the day offers a host of practical hints and tips and affords practice in a safe and friendly environment.

Who should attend:

This programme is intended for all who have to deliver presentations as a part of their job role. Attendees may be new to presentations or need simply to build upon their existing abilities.

Development of presentation materials is not taught on this programme.

What you will learn:

On successful completion of the programme, attendees will be able to:

- Describe how to prepare for the delivery of a presentation
- Deliver a presentation with confidence
- Improve their delivery skills between presentations

What you will cover:

- Preparation before the presentation – what to check and prepare in advance; logistics and presentation equipment (hints and tips); checking the venue; sightlines and acoustics; need for practice of the materials; delivering someone else's material; checking timings; risk assessment for the presentation
- Delivering the presentation – nerves and how to handle them; how to gain interest; the first few minutes; use of scripts and visual prompts; the problem oriented approach; pace, volume and intonation; presentation noise; paragraphing the content; checking comprehension; what to do if things go wrong
- Handling the audience – types of audience member; dealing with problem types; breaks; how and when to respond to questions; the iceberg principle
- Developing a personal style – mannerisms; use of humour; body language; pacing
- Learning from a presentation – what to do when the presentation is complete; learning points from success or problem presentations; keeping a presentation record; improving future presentations

How you will learn:

This day has very little formal lecture content. Most of the time is devoted to practice and review of attendees' own work.

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All attendees are required to prepare a short presentation before attending and this forms the base on which teaching points are made. Practice presentations are recorded on video and attendees leave with a record of their improvement over the day.

Duration and availability:

One day non-residential. In-house only.