



# Revolution

## Learning and Development

### Course Overview

# Presentation Skills

## Course Aims

In this course we look at how to structure a presentation and how to prepare yourself both physically (i.e. your notes etc) and mentally. We will also take a look at the different types of presentation media you can use to enhance the message you are delivering.

### **By the end of the session, attendees will:**

- Plan and structure a presentation.
- Produce and use visual aids effectively to enhance the presentation
- Use techniques to improve personal presentation style
- Effectively deliver prepared presentations to small/large groups

## Course Content

- Creating the right first impression
- Audience perception
- Managing Nerves
- Structuring your presentation
- Using presentation aids
- Dealing with different audience behaviours
- Skills Practice session and Feedback

## Course Benefits

- Engage people in your presentation, ideas and concepts
- Give the perception of confidence and knowledge in your delivery
- Utilise a range of presentation aids to get your message across quicker

## Who Should Attend?

Those who are looking to improve their presentations skills or looking for new tips and techniques to add to your current delivery style.

## Price

Open Workshop - £299 inc VAT per person. 1 day workshop including lunch and a delegate workbook.

Delivered to your organisation – Contact us to talk about your requirements and for a no obligation quote.

## Session Breakdown

### Where you are now and expectations

- Identifying your existing skills and looking at where you would like to be both after the session and in the future

### Designing Your Presentation

- Preparation
- Setting clear objectives (purpose) of your presentation
- Being clear about the key points of your presentation
- What goes at the beginning, in the middle and at the end
- How to build your presentation notes to keep things simple

### Audience Perception

- How does your audience perceive you and what to do to ensure this perception is a positive one
- Being aware of your body language, voice and the words that you are using
- Using your body language, voice and language for maximum impact
- Choosing the right language and approach for different parts of your presentation

### Managing Nerves

- Identifying what makes you nervous about delivering presentations
- How to control nerves to ensure you appear confident and in control at all times

### Using Presentation Aids

- Using notes and cue cards
- Building clear and simple PowerPoint slides that support you when delivering presentations
- How to use flip charts and other presentation aids to support the message you are trying to deliver

### **Dealing with Different Behaviours**

- Skills and Tactics to deal with challenging and negative delegates
- Using the positivity of group members to generate buy-in and commitment

### **Practical Session**

- An opportunity to put your skills into practice and receive feedback from your trainer and fellow delegates.

## **Course Information**

This is a **one day** training event that Revolution Learning and Development deliver on an open basis at locations across the UK. We can also deliver this event at or in close proximity to your organisation if this is required.

If you chose to have us deliver this specifically for your organisation, we can make this more bespoke to your needs.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

To see prices and when and where we are next running this event or to book, visit our website [www.revolutionlearning.net](http://www.revolutionlearning.net) or call us on 03333 444 575.

Or, to discuss your individual needs, email [contact@revolutionlearning.net](mailto:contact@revolutionlearning.net) or call us on the number above.

Booking terms and conditions are available on our website.