

# Effective Presentation Skills

 Duration: 1 to 2 days  Maximum group size: 8 people

## Course overview

This course will provide delegates with the confidence to prepare and deliver professional business presentations. They will learn the importance of identifying clear presentation objectives and how best to engage and communicate these to their audience.

## Delivery methodology

Futureproof's training workshops require all delegates to take a full and active role throughout. Our mix of trainer led discussion, facilitation, coaching and skills practice ensures that all delegates enjoy an interactive and supportive learning experience.

## Who would benefit from attending?

Employees who are required to deliver confident and thoroughly professional business presentations to small groups of people.

## Core development objectives covered

- What makes a good presenter?
- Identifying what you already do well as a presenter
- Selecting the correct style of presentation
- Characteristics of an effective presentation
- Planning, preparation & structure
- Building your presentation around the needs of your audience
- Writing a strong opening & delivering key messages
- Using visual aids and handouts effectively
- Physical delivery & maintaining confidence
- Making the most of your voice & body language
- Keeping your presentation natural & personable
- Handling situations that don't go to plan



Want to tailor the content of this workshop and incorporate internal procedures, competency framework, organisational values & work-related challenges?

Get in touch with one of our Learning & Development Managers – 01623 409 824 • [info@futureproof-training.co.uk](mailto:info@futureproof-training.co.uk)