

## Overview

Presentations are such an integral part of any business that the need to deliver them clearly and concisely has become a crucial skill. This course will enable attendees to overcome any nerves around presenting and provide them with the ability to plan, design and deliver effective presentations to audiences of any size.

## Who is it for?

Whether you need to design presentations of products and services for your clients; want to present yourself even more effectively in meetings or brush up on your techniques, then this course will provide you with invaluable tools to deliver memorable and professional presentations.

## Course content to include...

- Presenting best practice
- Overcome anxiety & get into the right state to present effectively
- Planning and preparing for a presentation
- Audience analysis
- Rapport to gain & maintain connection & control of an audience
- Using body language & tone of voice to influence
- How to structure an effective presentation
- Use of visual aids & attention grabbers
- Using constructive feedback to develop delivery style

## By the end of the course learners will be able to...

- Control nerves in order to present confidently
- Structure a presentation so that it maintains the audience's interest
- Deliver with style and presence and communicate key messages clearly
- Enthuse & engage an audience to get positive results

"This is the most helpful course for 23 years and I wish I had done it back then. I feel my career would have benefited."

