

## Presenting with Confidence

### Overview:

Developing effective professional presentations and addressing groups with confidence are imperative business skills today. This course addresses the skills required to deliver highly effective presentations with confidence.

After completing this course, participants will know how to:

- Plan and prepare an effective presentation
- Demonstrate effective presentation and communication skills
- Identify the guidelines for communicating
- Speak clearly and confidently
- Evaluate the effectiveness of the presentation
- Identify the elements that influence first impressions
- Build rapport and establish credibility
- Use paraphrasing effectively

**Designed for:** This course is suitable for any staff conducting presentations.

**Duration:** 2 days

### Content:

#### Presentation fundamentals

- Presentation overview
- Presentation analysis
- Retention of information

#### Planning your presentation

- Two-step process
- Organising your thoughts

#### Using visual aids

- Using visual aids
- Visual tools

#### Presentation essentials

- Presentation essentials
- Characteristics of effective presenters
- The presentation process
- The opening
- Opening strategies
- Openings to avoid
- Transitions
- Powerful conclusion
- Natural Style
- Persuasion

#### Involving your audience

- Engaging the audience

#### Handling difficulties

- Handling questions
- Tactics for handling questions
- Major mistakes speakers make
- Dealing with difficult situations

#### Dealing with anxiety

#### Presentation role play

#### Actions



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