

Course Title - **Presentation Skills**

Description:	This inter-active workshop enables professionals to develop and refine their presentation techniques. There is a high level of student participation.
Objectives:	At the end of the course students will be able to plan, outline, and create a presentation and be able to recognise and apply effective presentation techniques
Pre-requisites:	No previous knowledge is required
Duration:	1-2 days

Introduction

When do you use your skills?
Why are they important?

Preparation

Getting Acquainted with your Audience

Demographics
Attitudes, values, interests
Situation
Gathering audience information

Gathering Data

How to choose data
Sources of data
Types of data
Presenting data

Organising your Information

Introductions

Techniques that get attention

Conclusions

Finish with a purpose

Outlining

The Presentation Environment

Using Notes that Work for You

Preparing your notes
Practising with your cards
Using cards during the presentation

Audio and Visual Techniques

Dealing with Nervousness

Sources of fear
Methods to combat fear
Ways to cover up nerves

Verbal Communication

Barriers to good communication
Using your voice
Using language

Non-verbal Communication

Elements of non-verbal communication
Your body language
Reading other people's body language
Negative non-verbals

Persuading an Audience

Five steps to persuasion
Persuasion checklist

Are there any Questions?

When to take questions
Techniques for fielding questions

