

Workshop Title	Effective Presentation Skills
Workshop Duration	1 Day
Workshop Description	<p>Effective Presentation Skills is an intensive one-day training course which will help you to deliver presentations more effectively and successfully.</p> <p>The course is ideal for people who already have experience of presenting or public speaking and now want to work on their delivery skills. You will be asked to prepare two short presentations (of roughly 5 minutes duration) before the workshop, each of which will be delivered several times over the one day.</p>
Who Should Attend?	<ul style="list-style-type: none"> • Presenters who wants to enhance their presentation and delivery skills
Workshop Objectives	<ul style="list-style-type: none"> • To improve delivery skills • To identify your presentation styles • To understand and develop voice control • To create strong presence in a presentation • To develop the ability in handling questions and influencing your audience
Workshop Outline	<p>Introduction</p> <ul style="list-style-type: none"> • Exercises to develop group rapport • Self perception of how others see you • Exercises to build confidence and warm up the voice <p>Presentation Practice</p> <ul style="list-style-type: none"> • First delivery of presentation one (approx 5 mins) • Feedback on strengths and areas for improvement <p>Using the Voice Effectively</p> <ul style="list-style-type: none"> • Developing greater awareness of the voice • Speaking more confidently • Developing a more expressive voice

Creating A Stronger Presence

- Creating an immediate impression
- Awareness of the effect of body language
- Using gesture to enhance your message
- Use of eye contact to build confidence and rapport

Presentation Practice

- Second delivery of presentation one
- Feedback through group discussion

Planning Presentation Two

- Structuring a presentation quickly
- Opening and ending the presentation effectively
- Maintaining a strong focus throughout the presentation delivery

Developing Greater Impact

- Exercises to develop more conviction in the voice
- Exercises for a more assertive delivery style

Influencing Your Audience

- Building rapport with your audience
- Using language to influence your audience
- Getting your message across in 60 seconds
- Techniques to aid audience recall

Dealing with Questions

- Managing the question and answer session
- Dealing with difficult questions

Presentation Practice

- Modifying the material
- Rehearsing presentation two

Developing spontaneity

- Thinking on your feet
- Interacting with the audience

Presentation Practice

- Final delivery of presentation two
- Evaluation through group discussion

	<p>General feedback session</p> <ul style="list-style-type: none"> • Individual evaluations by course tutor • Personal action plans
<p>Training Methodology</p>	<p>The training methodology will include short lectures, role-plays, games, activities, presentations, discussions, idea sharing with continuous evaluation and real time feedback from facilitator.</p>