



**Please note** that this outline is only intended as a guide and that any event can be customised to suit you.

Events are run using a mix of trainer-led sessions, hands-on practice and group discussions.

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## **Effective Presentations**

**(2 days)**

*"Most people fear making presentations - the feeling, though, of an audience 'hanging on your every word' is awesome!"*

### **Benefits**

A presentation is a wonderful opportunity for you to deliver a message in order to, persuade, influence, motivate or inform. With careful preparation, you will have the power to get your message across to everyone in your business.

### **Aim**

To give you the skills and confidence in being able to design, plan, deliver and review a presentation against stated objectives.

### **Objectives**

By the end of the training you will be able to...

- Demonstrate that the key to success is to consider the needs of the audience
- Understand the importance of structure and clear objectives
- Identify and develop your own individual presentation style
- Demonstrate 'hands-on' practice at delivery

### **Content**

- Identifying your own personal delivery style
- The importance of detailed preparation, (and how to go about it)
- Considering the needs of your audience
- Points of delivery - voice, body language and appearance
- How to use visual aids effectively
- Dealing with audience questions
- Assessing delivery speed and overall pacing
- Finding the right words, (and when or when not to use humour)
- Structuring your presentation around 3 key design stages
- Creating the best environment for you to present
- Opportunity to practice and develop your skills