



## Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

## Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

## What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

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## Effective Presentations

(2 days)

*"The thought of having to give a presentation can be frightening but the thought of an audience 'hanging on your every word' is almost irresistible!"*

## Benefits of attending this course...

A presentation is the perfect opportunity for you to influence, inspire or inform others. With careful preparation, your presentation can make a real difference and result in positive action.

The purpose of this course is to give you the skills and confidence to design, plan, deliver and review a presentation against stated aims.

## Who is it for?

Those who need to prepare and deliver a presentation that has a measurable impact and which results in positive action.

## Objectives

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

-  Describe why the key to success is satisfying your audience.
-  Adopt a structured and logical approach to presentation design.
-  Identify and develop your own individual presentation style.
-  Deliver a presentation with greater confidence.

## Content

- ✓ Identifying your own personal style of delivery.
- ✓ The importance of detailed preparation (and how to go about it).
- ✓ The needs of your audience (and setting realistic objectives).
- ✓ Using your voice, body language and appearance to add impact.
- ✓ How to use visual aids to make a lasting impression.
- ✓ Dealing with audience questions (especially the difficult ones).
- ✓ Reviewing your delivery speed and overall pacing (is it suitable?).
- ✓ Finding the right words (and the appropriate use of humour).
- ✓ Preparing for the 'big day' and overcoming nerves.
- ✓ Practice at presenting (and how to keep the momentum going, once back at work).

**NB:** the duration of this course can be varied to accommodate the needs of the group and the amount of hands-on practice required.