

COURSE CONTENT OVERVIEW

# Presentation Skills



At some point in their lives, most people will find themselves in a position where they are required to deliver a presentation. Doing this effectively requires thorough preparation and knowledge of how to engage an audience and communicate information clearly and confidently.

This course is designed to provide the basic knowledge required to structure, prepare for and deliver an effective presentation. It also covers key elements, such as how to cope with presentation nerves, the importance of reviewing your presentation and ways to be adaptable during delivery.

### **Module 1: Introduction**

This module explains what a presentation is, the benefits of presenting information in person and the main reasons you might deliver a presentation.

- What is a presentation?
- Reasons to give a presentation
- Presentation benefits
- Case study example

### **Module 2: Presentation Preparation**

This module outlines how to write and structure an effective presentation, including the introduction, main body and conclusion. It also examines how to effectively incorporate presentation aids, the importance of reviewing and adapting your presentation and presenting yourself.

- Aims and objectives
- Your audience
- Choosing a suitable location
- Virtual presentation locations
- The introduction
- The main body
- The conclusion
- Examples and benefits of presentation aids
- Visual presentation tools
- Graphs and charts
- Colour
- Physical objects
- Audience participation aids
- Tips for using presentation aids
- Reviewing and adapting your presentation
- Presenting yourself

### **Module 3: Presentation Delivery**

This module covers effective ways to practice presentation delivery and deal with nerves or worry. It also looks at how to build rapport with and engage an audience, how to be adaptable during delivery, how best to use any presentation aids and how to handle audience questions.

- Potential concerns about presenting
- Managing nerves and worry
- Presentation practice
- Practice and reflection
- Managing nerves and worry
- A successful start
- Building rapport and engagement
- Being adaptable
- Questions
- Closing the presentation
- Virtual presentation considerations

## Aims of the training

By the end of this course, you will:

- Be able to structure and create an effective presentation.
- Know how to use a range of presentation aids.
- Understand the need for practice, preparation and review.
- Understand techniques to calm nerves and stay in control.
- Know how to engage an audience by starting and finishing a presentation appropriately and answering questions.
- Understand the importance of body language and physical presence.