

COURSE CONTENT OVERVIEW

Presentation Skills



This presentation skills course is designed to give anyone required to do a presentation the basic knowledge to present concisely and effectively through good writing, practice and performance. The course explains what to consider when writing a presentation, how visual aids and presentation software can be used to your advantage and how to prepare both yourself and the room for your presentation to take place.

The course also highlights the importance of practice, calming nerves and developing a good audience rapport through positive speech, behaviour and body language.

Module One: Introduction

This module offers an introduction to presentation skills, explaining what a presentation is and the benefits of giving a presentation over other education methods.

- What is a presentation?
- Why do people give presentations?
- Why do a presentation?
- Benefits
- Potential problems

Module Two: The Six Stages of a Presentation

This module outlines the stages of writing a presentation, including what should be included in each section of your presentation, what order you should write your presentation and how to structure it effectively.

- Preparing for your presentation
- Writing your presentation
- Selecting your main topics
- Selecting supporting material
- Introducing yourself and your presentation
- Concluding your presentation
- Reviewing and adapting your presentation

Module Three: Presentation Aids

This module details the different types of presentation aids that you can use to elevate your presentation, how to use them effectively and the importance of colour.

- What are presentation aids?
- Benefits of using presentation aids
- Tips for using presentation aids
- Graphs and charts
- Colour
- Physical objects
- Computer presentation slides

Module Four: Preparing Yourself

This module highlights the need for practice and preparation and explains how to do this whilst remaining confident and free from nerves. It also covers the importance of open body language and how to be assertive during your presentation and when answering questions.

- Practising
- Preparing yourself
- Appearance
- Confidence
- Nerves
- Being assertive
- Staying interesting
- Body language

Module Five: Doing the Presentation

This module explains how to effectively present your presentation by creating good audience rapport, using your voice and pronunciation, and managing your nerves. The module gives tips on presenting confidently and answering questions efficiently and concisely.

- Getting started
- During the presentation
- Audience rapport
- Voice and pronunciation
- Nerves and memory
- Closing
- Questions

Aims of the training

By the end of this course, you will:

- Understand how to structure and write a great presentation.
- Be aware of the different types of presentation aids and how to use them effectively.
- Understand the need for practice, preparation and review.
- Know how to calm nerves and stay in control.
- Know how to act while presenting, including starting and finishing the presentation and answering questions.
- Be aware of the importance of language and assertiveness.
- Understand the importance of body language and physical presence.