

Presentation Skills



Introduction:

Delivering effective presentations is a skill that few of us are born with. For most, it is an ordeal that must be survived in order to achieve a given aim. Fraser & Associates have developed this course which is designed to provide you with the skills, knowledge, techniques and strategies to deliver successful presentations so that you can get your point across in a confident manner in spite of your nervousness.

Topic areas covered:

- How to use body language;
- How to prepare for a presentation;
- How to overcome your nerves;
- Handle questions effectively;
- Voice, tone and inflection;
- First impressions matter;

Intended for:

All those personnel who are required to give presentations to, or manage group discussions or meetings.

Outcomes:

By the end of the programme the delegate will be able to;

- Effectively structure and plan a presentation;
- Use Body Language and voice to greater effect;
- Use a variety of question and answer techniques;
- State what constitutes an effective communication;
- Give a presentation to a selected audience;

Prior Knowledge: No prior knowledge or training is required.

Course Duration: 1 Day (Can be delivered in Modules by agreement)

Numbers: Minimum by agreement with client
Maximum 12 (Due to the high levels of interactivity required)

Why not contact Fraser & Associates to discuss your Workforce Development needs?

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