



## **Presentations with impact**

This workshop can be tailored to an organisation's requirements and gives an overview of best practice in delivering outstanding presentations.

The interactive workshop will provide business professionals with the skills to deliver group presentations with high impact and the confidence to manage the nerves aspect. The workshop will provide a framework for creating and delivering the presentation, from establishing the compelling purpose of the presentation, data-gathering and content structure, engaging your audience, maintaining their attention and delivering effectively.

### Course duration

Typically 1 day

### Who should attend?

Business professionals presenting both internal and external solutions

### Course content

#### Preparation

- establishing the purpose of the presentation
- identifying your audience
- deciding on appropriate content and structure
- assembling and organising information
- innovative ways to open presentations
- closing your presentation
- ensuring audience engagement

#### Confidence building

- rehearsing to ensure correct timing
- using confidence cards
- overcoming and controlling nerves through conviction
- controlling nerves

### Delivery

- identify your presentation style
- use of visual aids
- story telling: visual language
- appearance, posture and projection
- handling questions

Practice sessions with feedback

### Pre-requisites

None

### Course style

Highly participative using exercises and case studies

### Objectives

As a result of attending this workshop, you will be able to:

- develop confidence in delivering large group presentations and dealing with difficult situations
- plan and prepare effectively for presentations
- develop and apply skills that will engage your audience
- learn techniques to overcome nerves
- use appropriate visual aids to enhance your presentation