

Professional Presentation Skills



Introduction

In today's competitive market place it is important to have the edge over competitors by being able to deliver a first class business-to-business presentation. Whether presenting to potential clients or to colleagues in your own company, an understanding of presentation skills is essential.

Aims and objectives

This course covers everything from presentation strategy to how to deliver a successful presentation. If you take your career seriously then this course is a must.

Presentation structure

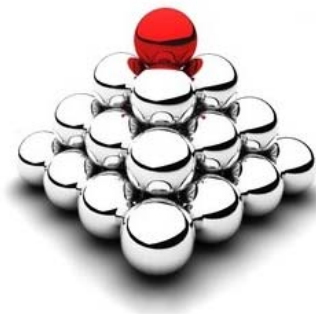
- ▶ The structure of a successful presentation.
- ▶ Selecting the key impact points for your presentation.
- ▶ Creating a presentation that will have a positive impact on your audience.

Preparation

- ▶ Attention-getting openings and compelling closings.
- ▶ Making a presentation meaningful and activating.
- ▶ Constructing the narrative by linking the key transitions.

Delivery

- ▶ Different ways to deliver a successful business presentation.
- ▶ Presenting with confidence.
- ▶ Improving your delivery.
- ▶ Presentation body language.
- ▶ Linking content for increased impact.
- ▶ Making your message stand out.
- ▶ Managing questions in a professional way.
- ▶ Keeping to your timeline.
- ▶ Achieving your objectives.



RESULT

Delegates who have attended this course have reported significant improvement in their success rate when delivering a winning presentation. They leave with a better insight into how to write and deliver a business presentation.

All our courses come with one year's telephone support. This allows delegates to talk with a trainer and get advice and training material when working on projects. Call 02380 840376 for more information