

Presentation Skills

Introduction

Your presentations skills are just as important as the information you are presenting. Presenting information orally can be quite daunting; in fact public speaking is one of the most common fears amongst adults. Being able to communicate effectively is a key part of business and personal success, making the ability to confidently deliver a speech or presentation an important skill. To be a better public speaker – you must commit to be an ongoing learner. Communications is a set of skills that can be learned, honed and taught.

What is the workshop about ?

Presenters often make the same mistakes when preparing and delivering presentations – all of which can be avoided. In our 1 full day Presentation Skills workshop we will show you how you can have the audience eating out of your hands in the first 10% of your presentation time. Incorporating the skills and techniques that we will share with you will make you a powerful presenter with the ability to influence your audience in a very profound manner.

What will you learn at the workshop

- * Public Speaking Skills
- * Organising and planning skills
- * Logistics
- * Communication skills
- * Managing presentation nerves
- * Creating powerful and effective visuals
- * Understanding your audience

Content

- * Understanding your audience
- * Logistics
- * Support Aids
- * Structure
- * Body Language
- * Usage of Space
- * Practice
- * Voice
- * Power of Powerpoint
- * Interaction and Rapport
- * Usage of Humour
- * Outcome thinking
- * Chunking down

Outcomes

- * You will become comfortable talking in front of an audience
- * You will learn to build rapport with your audience
- * You will be aware of the support aids that will help you with your presentation
- * You will become more organised
- * Improved communication skills
- * Ability to think about the outcome
- * Ability to use your voice and body in a powerful manner
- * Learn to be funny and humorous
- * Excellent at using powerpoint

Who should attend this workshop ?

- * All professionals (Employees, Supervisors and Managers)
- * Entrepreneurs
- * Students
- * Public Service Workers
- * Teachers & Trainers
- * Consultants / Coaches / Counsellors