



NewGrange

TRAINING & SERVICES LTD

Better People, Better Business®



Presentation Skills

Presenting with Confidence

This one day course is for people whose jobs require them to inform or persuade business audiences. It covers the skills involved in making an successful and effective presentation, from preparation and planning through to dealing with questions.

The course is highly interactive involving group discussion, practical exercises and video excerpts.

Course Objectives

Make presentations that hold and capture the audiences attention. Improve voice projection. Practise question and answer technique. Overcome anxiety.

Course Location: On-Site at your premises

Course Duration: 1 Full Day, 9.30am - 4.30pm (date to suit you)

No. of Delegates: 10 delegates max

Course Programme

- Understanding communication
 - What you say
 - How it is delivered
- Three Key Presentation Styles
 - Informative
 - Persuasive
 - Explanatory
- Structure and planning
- Presentation content
- Notes and memory aids
- Visual Aids
- Voice projection
- Handling audience questions
- Audience Control
- Appearance, posture, eye contact, body language
- Rapport and humour

Delegates Receive:

Presentation Skills Training Certificate

Course Notes

Course Materials

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