

# Presenting with confidence

**This course will take you through the key elements of a successful presentation, and leave you feeling confident of your abilities.**

*We will work with you to develop a course that suits your needs. You can select the elements you want to include.*

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**Duration**     *1 or 2 days*

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**Group size**   *Maximum 6 people*

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**Who for**     *This is an introductory course for people who are new to giving presentations, or who don't feel confident of their skills.*

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- Objectives**
- *To demonstrate the key elements of successful presentations*
  - *To develop your confidence in your ability to stand up and give information to people*
  - *To help you to plan and construct your argument more effectively*
  - *To give you practice in delivery*

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- Modules**
- 1 Planning a presentation*
  - 2 Structuring your points*
  - 3 Delivery*
  - 4 Visuals*
  - 5 Dealing with questions*
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## Why do this course?

Poor presentations don't work. They are counterproductive, leaving the audience wondering why they wasted their time. This course will help you ensure that you don't give a poor presentation.

Today, all kinds of people have to give all kinds of presentations. Whether you have to take people on a tour of your site, talk at a seminar or conference, or present your ideas at a meeting, we will help you to achieve your aims.

This will be done in a sympathetic and supportive atmosphere with frequent opportunities for you to practise the points we cover. You will get detailed feedback which will enable you to see real progress in just one or two days.

## Benefits

By the end of this course, you will be able to:

- 1** plan a presentation that your audience can relate to
- 2** give the information in a clear and concise way
- 3** deliver your presentation in a strong and confident manner
- 4** use good visuals
- 5** manage the question and answer session competently

## Course content

### 1 Planning

We will look at what you need to do before your presentation. All too often, people just think about what they want to say. We will show you how to:

- ◆ plan for your audience
- ◆ prepare and manage your information
- ◆ practise effectively

### 2 Structuring your points

People often say too much, or lose their main argument in a mass of detail or data. This part of the course covers:

- ◆ organising your information for maximum impact
- ◆ signposting to help your listeners follow you
- ◆ summarising well
- ◆ opening and closing memorably

### 3 Delivery

A lack of confidence or preparation can lead to rushed, garbled presentations. We will give you techniques to help you:

- ◆ speak clearly and confidently
- ◆ pause effectively
- ◆ use your body to support your point
- ◆ keep your audience's attention

### 4 Visuals

Visuals are often not effective for a variety of reasons. Unconfident presenters also tend to use too many visual aids. We will show you how to:

- ◆ choose when to use a visual
- ◆ create visuals that work
- ◆ integrate them into your presentation

### 5 The question session

This can be one of the most significant parts of your presentation. It needs to be prepared just as much as the presentation itself. We will help you:

- ◆ enjoy the session!
- ◆ plan for it
- ◆ handle difficult questions and questioners

## Elements that can be added

You can choose to include any of the following elements in the course:

- ◆ presentations for specific situations (e.g. technical)
- ◆ presentations in an international context
- ◆ informative and persuasive presentations

## Our approach

The course provides a balance of input and practice, with plenty of opportunity to try out new techniques in a sympathetic and supportive atmosphere. We won't give you lots of theory. Instead, we will introduce ideas from a practical and pragmatic standpoint.

We will give you plenty of time to practise the kind of presentations you need to give.

## At the end of the course...

You will be given a video of all the presentations you made during the course.

This will be accompanied by detailed feedback sheets which identify your strengths and weaknesses and give you strategies for future improvement