



Presentation Skills

A course on how to deliver compelling presentations – every time

The capacity to deliver powerful presentations is an essential communication tool that is of utmost importance to any manager and individual. People today face an overload of information. Therefore, messages need to be delivered in a clear, concise and memorable manner.

Concept

In this one-day seminar, we work through all the steps in the preparation and delivery of effective and professional presentations.

Objective

Provide participants with a set of highly effective tools to develop, construct and deliver powerful presentations.

Main Topics

- Principles of successful presentations
- Attention getting presentations
- Preparing presentations
- Creating powerful openers
- Program structure
- Developing compelling closures
- Common mistakes
- How to deal with anxiety
- Logistics
- Delivering the presentation
- About non-verbal communication
- Handling questions
- Mastering disruptions

Benefits

The participants will have clear action strategies to plan and deliver effective professional presentations in a competent and polished manner.

Costs

The training groups consist normally of a minimum of 8 to a maximum of 12 participants. The fee is subject to actual location and services included.