PREFERRED TRAINING NETWORKS

PRESENTATION SKILLS

Presentation Skills is a comprehensive course designed to provide participants with the knowledge, tools and techniques to deliver effective presentations. Through hands-on exercises, participants are able to practice developing, delivering and evaluating their own presentations. The course focuses on structuring presentations, adapting to diverse audiences, incorporating visuals, and utilising delivery skills including eye contact, vocal variety and gestures. Participants will learn how to manage nervousness and nerves as well as handle challenging questions. Participants leave with the confidence and skill to make memorable presentations that are sure to impress.

KEY COURSE CONTENT

- Overcome nervousness, tension and speaking anxiety prior to any presentation
- Plan for each presentation by researching your audience
- 4 tips to present virtually
- Structure powerful presentations that deliver effective messages
- Communicate effectively with each participant - key listening and questioning skills
- Prepare slides, handouts and notes that catch the attention of the listeners
- Present with confidence by getting over the 'nervous feeling'
- Engage an audience by getting them interested in your message
- Understand the motivations and values of the audience
- Answer difficult questions and in a calm and collected manner
- Deal with difficult questions during and after the presentation

Target Audience
Leaders, managers, team leaders, and employees

Duration
Available as a full-day or half-day course

Delivery
Available in-person at your organisation/venue, or virtual

Group Size
Recommended 4 to 10 participants

Takeaways & Resources
Participants receive a certificate of completion (including Continuous Professional Development hours) and opt for a free follow-up refresher course with the original trainer

GET A QUICK QUOTE
Let us know if you'd like a free, no-obligation quote for your organisation