

## Presentation Skills 1

Can your teams deliver clear and engaging presentations that are relevant to your stakeholders' needs? Do their presentations contain the information and level of detail? Can they effectively apply different presentation techniques to appeal to various audiences?

Through this essential course, your teams will develop a strong foundation in planning, structuring and delivering highly-effective presentations. They will be able to craft key messages that capture stakeholders' attention. Your organisation will strengthen its professional image through memorable presentations that make a strong impression and inspire stakeholder action.



Objectives	Benefits
<ul style="list-style-type: none"> <li>Craft relevant, complete presentations that achieve desired outcomes based on detailed understanding of audience needs and expectations</li> </ul>	<ul style="list-style-type: none"> <li>Participants will be more adept at creating and delivering engaging presentations that make a strong impression on stakeholders</li> </ul>
<ul style="list-style-type: none"> <li>Give clear, concise, coherent presentations that encourage and enable the audience to take appropriate, timely action</li> </ul>	<ul style="list-style-type: none"> <li>Audiences will quickly understand presentations, be more engaged by the speaker and be able to take appropriate and timely action</li> </ul>
<ul style="list-style-type: none"> <li>Engage presentation audiences from the start through targeted verbal, vocal and visual techniques</li> </ul>	<ul style="list-style-type: none"> <li>Your organisation will project a professional image, through targeted, interactive presentations that result in stakeholder action</li> </ul>

- Establishing level course: build strong foundations
- No experience needed
- Minimum intermediate (B1) level English

# Presentation Skills 1 - Course outline

Module	Competency
<b>Presentations essentials</b> <ul style="list-style-type: none"> <li>Incorporating the 4Ps presentation process</li> <li>Evaluating your presentation performance and setting personal goals</li> </ul>	<ul style="list-style-type: none"> <li>Set goals to improve presentation skills by analysing presentations against criteria for effective performance</li> </ul>
<b>Planning presentations that meet audience needs</b> <ul style="list-style-type: none"> <li>Identifying purpose and outcome</li> <li>Analysing audience profile &amp; needs</li> </ul>	<ul style="list-style-type: none"> <li>Align the purpose and outcome of your presentation to your audience's needs to ensure your presentation is relatable and meaningful</li> </ul>
<b>Creating a logical presentation structure</b> <ul style="list-style-type: none"> <li>Structuring your presentation</li> <li>Using the power of three and transition signals</li> </ul>	<ul style="list-style-type: none"> <li>Use structuring and signposting techniques so your presentation is easy to follow</li> </ul>
<b>Making your presentation memorable</b> <ul style="list-style-type: none"> <li>Capturing your audience's attention</li> <li>Creating a structured opening and closing</li> </ul>	<ul style="list-style-type: none"> <li>Use verbal communication techniques to capture and maintain your audience's attention throughout the presentation</li> </ul>
<b>Enhancing your presentation with visual aids</b> <ul style="list-style-type: none"> <li>Storyboarding to design slides</li> <li>Avoid problems with slides</li> </ul>	<ul style="list-style-type: none"> <li>Create clear and visually appealing slides to enhance understanding of your presentation</li> </ul>
<b>Polishing your presentations with non-verbal communication</b> <ul style="list-style-type: none"> <li>Projecting a confident image</li> <li>Aligning body language with your words</li> </ul>	<ul style="list-style-type: none"> <li>Use non-verbal communication techniques to maintain audience engagement</li> </ul>
<b>Handling interruptions and questions when presenting</b> <ul style="list-style-type: none"> <li>Handling interruptions</li> <li>Managing Q&amp;A sessions</li> </ul>	<ul style="list-style-type: none"> <li>Respond professionally to interruptions and questions to build and maintain relationships</li> </ul>
<b>Presentations mini-clinic</b> <ul style="list-style-type: none"> <li>Evaluating your presentation performance</li> <li>Setting goals and action planning to improve your presentations</li> </ul>	<ul style="list-style-type: none"> <li>Develop plans to achieve presentation skills goals in the workplace by selecting tools and techniques for effective performance</li> </ul>