

Potent Presentation Skills

What's in it for you?

This course is designed to help you capture your audience and keep them involved in as dynamic a way as possible, which feels comfortable for you.

What you will get out of it

By attending the course you will:

- Learn the skills, both verbal and non-verbal, to capture and maintain the audience's interest.
- Structure a presentation clearly and logically to take account of different kinds of audience.
- Develop voice projection and control.
- Select and use different media to gain maximum impact.
- Handle questions and objections with confidence.
- Learn how to manage the 'space' and manage the expectations of your audience.

Key Themes

- Organising thoughts and ideas – what makes for potent presentations?
- Presentation, structure and essential content.
- Voice projection and control.
- Overcoming nerves and increasing confidence.
- Understanding body language and using it to your advantage.
- Handling disruptions and using them as opportunities.
- Overcoming objections and controlling questions from the audience.
- Preparing and using different mediums for maximum effect.

What's Involved

You will have great fun experimenting with 'close to the edge' presentations prior to finding your most favoured presentation style. You will prepare, practise and receive feedback on a series of short presentations. Practical sessions are reinforced by short tutor-led inputs, supported by a full set of handouts.

“It usually takes me three weeks to prepare a good impromptu speech” MARK TWAIN