



Presentation and Facilitation Skills

Course Objectives

This course will enable delegates to:

- Structure and build compelling presentations
- Consistently deliver in an engaging manor
- Build instant rapport and get an audience on your side every time
- Understand how best to use your voice and image in order to win
- Feel confident and in control of being you
- Make your mark and be remembered
- Create engaging visual aids which will capture your audience's attention
- Improve workshop designs, recognising company culture, venues and the environment
- Work more effectively with Sponsors
- Focus on managing difficult situations and people
- Understand the influence of 'state' and 'presence'
- Develop new facilitation skills and build personal facilitation development plans
- Effectively facilitate teleconferences and videoconferences
- Understand the Ethics of Facilitation
- Close, record and follow-up a facilitated event

Who Should Attend?

Those who wish to develop more advanced presentation and facilitation skills for use in a business context, including:

- Intermediate / Experienced Facilitators
- Project & Programme Managers
- Team Leaders
- Business Analysts
- Business Managers

Course Content

Planning and Building for your Presentation

Your Audience

- Understand your audience; who are they? What do they want?
- Discover what different audience's need from you to be drawn in
- Step into your audiences shoes and get a new perspective





Build to engage

- Apply the golden rules of cognitive capacity
- Filter your knowledge of the subject to appeal to your audience's needs
- Acknowledge how our memories work
- Identify your purpose and desired outcome

Creating that edge

- Understand the difference that makes the difference; structure your presentation to intrigue and delight
- Apply the language of success: incorporate the techniques of great orators to engage and inspire
- Make seemingly dry, factual information come to life through the power of stories and anecdotes

Inspiring Visuals Aids

- Understand what makes for effective and inspiring visual aids
- Follow six steps to transform your PowerPoint slides into professional, engaging and attention grabbing visual aids

Delivering to Engage and Inspire

- The First 30 seconds
- The first impression - make it what you want
- Define your image, impact and presence
- Engage with your audience
- Discover ways to channel your energy to motivate and inspire
- Identify, release and direct the emotion you want to share

Demonstrate your energised and vibrant voice

- Discover ways to get the best from your voice
- Practice vocal techniques to enable you to project your voice with clarity
- Embed the 4P's in your presentation; power, pronunciation, pause and pace
- Learn how and when to use silence
- Reflect on where tone modulation adds to your message



Gaining emphasis; body language

- Learn how to use your body to convey your message
- Identify and embed gestures to boost your words
- Use the space without pacing the floor

The Final Flourish

- Explore techniques to build confidence and stay in control even when under pressure
- Practice, practice, practice - gaining feedback all the way
- Watch the film - visualise for success every time.

Facilitation Skills

Facilitation Story Telling

- What works well; what the challenges are
- Facilitator self assessment

Workshop Design

- Focus on workshop design and agendas
- Workshop techniques and purposes
- Facilitation Frameworks
- Getting started
- Baggage-clearing
- Learning approaches, mood of the room
- Focus on managing difficult situations
- Workshop dynamics
- Decision-making

State, Attitude and Style

- States, attitudes and styles in Facilitation
- Event flow and outcome
- Company and individual cultures
- Facilitation maturity
- Working with the Sponsor
- The Ethics of Facilitation



Facilitated Events

- Effective facilitation of teleconferences
- Effective approaches to videoconferences
- Venues and environments
- Constraints and freedoms

Event Closure

- Workshop outcomes
- Purpose of closure
- How to 'close', 'write-up' and 'follow-up' a facilitated event