



Presentation And Public Skills

The success of a public speaking engagement or a presentation is not just about the content, but it is also dependent upon the quality of the delivery. This course will enable participants to learn and practice skills that will be applicable to both informal and formal presentations, and public speaking to both small and large audiences, including meetings with colleagues/clients and presentations to large unknown groups. It will give the opportunity to practice and to receive feedback on key skills and techniques to ensure confidence and success.

objectives

- Introduce a range of tools and techniques for use by both individuals and teams within the organisation, whatever their previous experience or circumstances
- Enable participants to deliver effective and engaging presentations
- Cover essential topics in a relatively short time, whilst ensuring an immediate impact on practice
- Develop a range of skills in effective presentation delivery
- Accommodate a range of learning styles, by including a variety of role-plays, group challenges, practical exercises, opportunities for personal assessment, and presentation of key techniques and strategies as appropriate.

Course Outline

- What Is A Good Public Speaker?
- Identifying the skills and attributes of good public speakers/presenters.
- Confidence and Image
- Developing confidence in personal ability to speak in public.
- Body Language
- Using body language to convey confidence and keep your audience interested, and reading your audience's body language to enable flexibility of style and content.
- Knowing Your Audience
- How to pitch your speaking engagement /presentation appropriately, and how to engage with the audience to ensure success.
- Knowing Your Venue
- Alleviating potential pitfalls by using a checklist of useful things to know about the venue.
- Setting the Framework
- Linking your overall aims and objectives with an appropriate style.
- Planning and Preparing Your Material
- Ensuring a coherent and logical structure that is easily understood by your audience.
- Making A Good Start





- Capturing the imagination and interest of your audience.
- Contingency Planning
- Pre-empting potential problems and practical pitfalls, and learning how to deal with the worst eventuality.
- Preparing Yourself
- Increasing confidence and reducing/coping with nerves and stress.
- Using Props And Visual Aids
- Pros and cons of a range of props and visual aids from the simple to the highly technical, as well as some useful tips for ensuring success.
- Dealing With Difficult Situations
- Learning to respond confidently and assertively with difficult situations involving the audience – including how to deal with tricky questions and hecklers.
- Theory Into Practice
- Putting some of the tips and techniques into practice, and gaining useful constructive feedback.
- Personal Development Planning
- Extending learning back into the workplace

