



Intermediate Presentation Skills

delivered by:



Workshop Overview

This workshop is designed for individuals who want to master and/or brush up on the essentials of presenting. The workshop gives a blend of scientific theory and practical exercises to build skills and confidence within a supportive environment. By the end of the workshop delegates will understand how to harness verbal and non-verbal communication channels to maximum positive effect for any presentation.

Learning Outcomes

- Project the image of confidence, competence and engagement through non-verbal communication
- Have a toolbox of content techniques to choose from as and when appropriate
- Avoid death by PowerPoint
- Skills to create effective memory prompts
- SMART action plan to ensure continuous development after the workshop

Content

Day 1

- Welcome and introductions
- Characteristics of a great presenter, false expectations and essential criteria for a good presenter
- Nerves – why they occur, how they affect you and how to overcome them
- Your two channels of communication: verbal and non-verbal
- Non-verbal communication
- Tone of voice – how to sound confident, competent and engaged in your subject
- Pace and time distortion – how to ensure you don't speed through your presentation
- Avoiding pollutants such as 'um' and 'err'
- Breathing for relaxation and projection
- Facial expressions – making sure that you look confident, competent and engaged
- Eye contact, where and when
- Posture and anchoring the body to prevent the pacing tiger
- Gestures – what to do and what not to do with your hands
- Your own non-verbal communication – individual presentations recorded with audio playback and feedback on voice and video playback on the rest of non-verbal communication



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Day 2

- Verbal communication – criteria for capturing attention through verbal communication
- Structuring techniques for attention and retention
- Making it memorable – creating pictures and telling stories
- Toolbox of other content techniques
- Avoiding death by PowerPoint
- Creating effective memory prompts
- Final individual presentations followed by feedback
- Summary, personal action planning and end

Maximum number of delegates: 8

Cost: Members – 3 units, £450 +VAT
Non-members - £675 +VAT

To register please email our Training Co-ordinator on registrations@thelearningcollaboration.com