



# Presentation skills: speaking with confidence

To be successful at work you often need to be a successful speaker: able to stand in front of a group and give a logical, lively presentation. Many dread 'public speaking' but it's easy to learn - and a great for your confidence when you can do it well. And you can!

If you want to improve the impression you make when you speak, you need this course! It's highly practical: you'll explore the verbal, vocal and visual impact you make when you communicate. You'll go through a series of practical exercises and get the feedback you need to keep your briefings and presentations clear, concise and memorable. You'll be amazed at your improvement by the end of the two days.

This course is for anyone who needs to give information to a group of people - whether that's a formal presentation, or team meetings and briefings.

## What are the objectives?

By the end of the course you'll be able to:

- Prepare in a step-by-step, time-saving way
- Create a structure so it's easier for you to prepare and for the audience to follow
- Deliver a presentation in way that's interesting for the audience and enjoyable for you.

## What topics does it cover?

We normally cover the following, focussing on what's most important for the group:

- Analysing what makes a good presentation
- Using a systematic approach: a six-step plan for preparing a presentation
- Organising the material - deciding what to leave in and out
- Structuring the presentation so it flows and engages the audience's attention
- Preparing visual aids
- Using notes to speak from
- Exploring the mechanics of effective delivery: movement and body language
- Conducting a question-and-answer session
- Coping with nervousness
- Maximising your voice: projection, enunciation, pace and variety
- Practising speaking exercises, with video recording, playback and analysis



# Presentation Skills

## An example programme - Day 1

### Introduction

Welcome and what we're up to

A light-hearted icebreaker to relax and get in the spirit of the day.

### Session 1

What makes a great speaker?

#### **Setting our sights on where we want to be**

An exploration of what we instinctively know about memorable presentations, and who we can take inspiration from.

### Session 2

Confidence, anxiety and state

#### **Getting comfortable outside your comfort zone**

Dealing with nervousness by looking at the 'emotional hijack' and what to do about it, and choosing a 'let's go!' statement.

### Session 3

Preparing the ground

#### **All the key things to consider when planning a presentation**

A thorough guide to what to think about beforehand: settling the purpose; adjusting to the audience; preparing the venue; controlling the timing.

### Session 4

What you want to say

#### **Getting to grips with your material**

How to mind-map your topic and create good, solid structures so your delivery flows and people remember your points.

### Session 5

Getting ready...

#### **Applying everything so far**

A chance to review your preparation and structure before delivering your first presentation to the group.

### Session 6

Stand and deliver!

#### **Your first presentation to the group**

Participants give a presentation and receive feedback from the group and trainer. We'll video the presentations so everyone can see how they came across.

### Closing

Presenting your findings

#### **Bringing together key learning**

A review of the journey so far: the learning. How to apply it, what's still in process.

# Presentation Skills

## An example programme - Day 2

### Introduction

Getting into the spirit

#### **Welcome back and highlights from Day 1**

A check-in to hear reflections and learnings so far.

### Session 1

How we communicate

#### **Using voice and body-language to the max**

Lots of tools for maximising your voice and working with clarity, projection, pace and variety. We'll take a look at how your body supports your message, and give personal guidance to everyone in the group.

### Session 2

Controlling your visuals

#### **Avoiding a powerpoint death**

Having explored ways to develop your voice and body-language, we make sure your supporting visuals are equally vibrant.

### Session 3

Question time!

#### **Dealing with questions and answers**

How to set up a question-and-answer session during a presentation, with tips for keeping in control of the room.

### Session 4

How's it looking?

#### **A chance to see it for yourself**

Personal feedback on the video recordings from Day 1 over lunch.

### Session 5

Stand and deliver – again!

#### **Applying everything so far**

A chance to bring everything together as participants give a second presentation. You'll receive more feedback from everyone, including pointers on voice and body-language.

### Closing

Where to now...

#### **Taking it into your working life**

Key learning points, highlights, discoveries – and how to take it further.