Professional Presentation Skills

OVERVIEW

This course helps participants give professional presentations on any topic, with confidence. It covers how to plan, structure and deliver a talk, prepare clear slides, use voice and body language, and handle questions and difficult audiences. Everyone finishes by preparing and delivering a short presentation, with feedback from the trainer and peers.

WHO IT'S FOR

Managers, lecturers, trainers, executives, supervisors, engineers, secretaries, designers and anyone who wants to present with confidence to audiences and prospective customers.

DURATION

2 days

DELIVERY

In-house · Public

OBJECTIVES

- Speak with ease to a group of any size
- Gain confidence by overcoming fear and nerves
- Persuade listeners to act on and accept your ideas and proposals
- Profile your audience to target key messages
- Plan, design and deliver powerful presentations
- Handle question-and-answer sessions
- Practise presentation skills through activities and role play
- For the organisation: more confident, capable presenters
- For the organisation: a stronger reputation with current and potential customers
- For the organisation: stronger presentations in competitive tenders
- For the organisation: people developed to their full potential

MODULES

1. What Makes a Good Public Speaker?

- Becoming a good speaker
- Public speaking is a skill
- Why people get scared
- The subconscious mind
- Public speaking nerves
- Overcoming stage fright

2. How People Learn and Knowing Your Audience

- How adults really learn (VAKaD)
- Key preparation
- Spotting potential pitfalls with your audience and venue
- Relating to your audience
- Following patterns: two key rules
- Common patterns: problem/solution, chronological, physical location, analogy, cause/effect, divide a quote, divide a word, theory/practice, topic

3. Preparing Your Presentation, Opening and Slides

- Top-down or bottom-up outlines and timing
- A clear, logical structure your audience can follow
- Preparing slides, layout and colours
- Getting off on the right foot
- Ice-breakers and the I.N.T.R.O. technique
- Deadly mistakes every trainer should avoid

4. Delivering with Sparkle, with a Back-Up Plan

- Making your message stick
- Energising your talk with questions
- Pros and cons of visual aids and training methods (lecture, role play, etc.)
- Using mind mapping
- Pre-empting problems and practical pitfalls

5. Communicating Effectively

- Vocal expression: rate, volume, pitch, articulation
- Verbal and non-verbal interpretation
- How sentences are interpreted, and the barriers
- Positive language for positive results
- Active vs empathetic listening
- The impact of culture, age and gender
- Four audience personalities and how to handle them
- The F.A.B. technique

6. Image and the Power of Body Language

- Reading your audience's body language to adjust style and content
- Using body language to show confidence and keep interest
- Gestures, posture, facial expressions, eye contact, proximity, clarity, fluency, attire, jewellery and cosmetics

7. Dealing with Difficult Questions

- Basic rules
- The perfect answer
- Five question-handling techniques
- Responding to special situations
- Handling hostile questions

8. Dealing with Difficult Audiences

- Reading audience reactions
- Seven types of tough audience
- Handling hecklers

9. Finishing on a High Note

- A powerful summary
- Common mistakes when finishing
- Five ways to wrap up in style

10. The Part of Tens

- Ten things to check before presenting
- Ten ways to overcome fear

11. Mini-Presentation: Individual Project

- Prepare and deliver
- Feedback from the trainer and peers

HRD Corp claimability confirmed in your proposal

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