



# Presentation Skills Course

*This course outline should be used to determine whether the course is appropriate for the student, based on current skills and training needs.*

- Duration:** 1 or 2 Days dependant on number of attendees
- Audience:** Sales staff and sales support staff who rely on effective presentations
- Overview:** This course covers specific skills and structure required to deliver presentations that win business or inform audiences. A highly practical interactive course its full benefit is realised when everything is brought together in delivering the presentations.

## Course Topics:

- **1<sup>st</sup> Presentations**
  - 5 minute presentations
  - Constructive feedback
- **Preparing to Present**
  - Qualities of a good presenter
  - Elements to control
    - Body Language
    - Voice
    - Tone
  - Writing Objectives
- **Structure of a Presentation**
  - 3 part structure and the elements of each
  - Differences between training and presenting
  - Handling questions
- **Use of Visual Aids**
  - Different types of visual aids
  - Why use visual aids
  - Rules for using visual aids
- **2<sup>nd</sup> Presentations**
  - Constructive feedback
- **Consolidation**
  - Action Plans

