

HIGH IMPACT PRESENTATION SKILLS

Duration: 2 days

Course introduction:

The main focus of this course will be on the individual's delivery of the presentation concentrating on personal presence, confidence and charisma assuming a reasonable existing knowledge of technical ability. Delegates will learn to recognise and develop their own particular style of presenting to help create the correct image for themselves and the company if appropriate. *The course will be 70% practical and as part of pre-course preparation, delegates will be required to prepare a short presentation for delivery at the beginning of day one.*

Core competencies developed during this course:

- Creating impact
- Personal presence & charisma
- Importance of speech
- Body language
- Personal confidence

Course Content:

Day One:

- Welcome, introduction & review personal objectives
Delegates must come prepared with a presentation (info from joining instructions)
- Presentations to video
 - Group and individual feedback/analysis
- Developing personal presence
 - Personal confidence
 - The power of the visual
 - The verbal / toned / physical split
 - Aggression, submission & assertion
- Personal impact
 - Combining the power of influence, communication and body language.
 - Using NLP techniques
- The 6 areas of concern
 - Eyes/face/posture/gesture/voice/movement

Day Two:

- Handling nerves and energy
 - Breathing techniques
 - Visualisation
 - Energy exercises
 - Mental re-training
- Audience management
 - Opening
 - The rules of the road
 - Delaying / deferring / deflecting
- Handling question & answer sessions
- Presentations to video
- Group and individual feedback/analysis
- Review personal objectives, summary & close