

## PRESENTATION SKILLS

**Duration:** 1 day

**Course introduction:**

Designed with presentations to individuals and small groups of people in mind. By the end of this course delegates will be equipped with the necessary skills to be able to deliver thoroughly professional presentations. They will have developed personal confidence and skills in the art of persuasion and winning over an audience, in addition to learning the value of considered preparation and use of a variety of presentation aids. *The course will be 70% practical. 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:**

- Research and preparation
- Importance of voice, pitch, tone and use of language
- Movement and use of visual aids
- Body language
- Structure & follow up

**Course Content:**

**Morning:**

- Welcome, introduction & review personal objectives  
***Delegates must come prepared with a short presentation (info from joining instructions)***
- Presentations to video
  - Group and individual feedback/analysis
- Characteristics of an effective presentation
  - Selecting the correct presentation style
- Physical delivery
  - Relaxation & Breathing
  - Making the most of your voice
  - Personal confidence
- Understanding body language

**Afternoon:**

- Preparation & putting together your presentation structure
  - Opening
  - Writing the key message
  - Transitions
  - Closing the presentation
  - Use of language
- Visual support - visual aids
- Final preparation for presentations
  - One-to-one coaching with Maguire consultant
- Delegate presentations
- Delegate role-plays
  - Feedback and analysis
- Review personal objectives, summary & close