

Presentation Skills

What are the specific details?

Duration	One day.
Cost	£175.00 per person.

Would you like to be able to deliver presentations more effectively and make a real impression? Our workshop will help you to present with confidence, overcome your fears and deliver with real impact.

This workshop is ideal if you present to clients or colleagues, in a formal presentation context or during one-to-one discussions and whether you are a member of a team, manager or sales person.

You will learn how to prepare through planning, structuring the content and selecting the most appropriate method of communicating your ideas to meet your audience needs. You will also learn how to relax and prepare yourself mentally and gain practical techniques to use when presenting your ideas.

Who is this course suitable for?

Suitable for learners with some awareness of this area who want to develop their knowledge to aid their employment opportunities and for those in employment as part of their continuous professional development.

Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

How is the course delivered?

The Business Solutions team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at our Centre for Leadership.

What will I gain from this course?

Upon completion of this workshop you will receive a Certificate of Attendance and easy to follow hand-outs.

What will I learn?

This workshop will cover:

- Preparing your presentation
- Producing your material
- Knowing your audience
- Preparing yourself
- Dealing with nerves
- Delivering your presentation
- Handling an audience
- Dealing with questions

For further information, or enrolment, please contact Business Solutions on:

☎ (01903) 273 732

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🌐 www.northbrook.ac.uk/BusinessSolutions

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