

Presentations are an excellent way to communicate - whether it's to close a sale, share ideas or pass on information. A great presentation is remembered, the message understood and the objective achieved. A bad presentation potentially causes more harm than good!

With the right training, structure and approach anyone can become an effective and dynamic presenter, enjoying the art of presenting and perhaps even having fun with their audience! For some, there are a few obstacles of course – such as sheer terror, paralysis and total mental shut-down. If you suffer from these, come on this program because the obstacles can ALL be completely overcome and you'll be amongst people who really understand!

Objectives:

On completion of this program, participants will be able to:

- Clarify the key objectives of their presentations
- Develop a presentation 'roadmap'
- Prepare based on the audience needs
- Identify the most appropriate approach and delivery method
- Present with WOW, creating impact and build credibility
- Use a variety of professional presentation tricks
- Use tools to enhance their presenting credibility
- Read audience needs and reactions
- Confidently handle audience questions
- Summarize and close a presentation powerfully

What we'll cover?

- Gain an understanding of how people receive information
- Recognise Individual Learning Styles - and how to tap into them
- How to prepare a WOW! presentation – checklist and planning
- How much information is enough? Structuring a presentation
- Getting - and holding, your audience's attention
- Use of the voice and body language
- Using visual aids and practical demonstrations
- How about humour?
- Timing – building in flexibility
- How to involve your audience
- Dealing with questions
- Making use of hand-outs and other supporting material
- Dealing with nervousness

**Duration: 2 Days**

This is a highly interactive, practical course with a maximum of 12 participants

