

## Course Name

**Presentation Skills**

## Course Duration

**One Day**

## Course Objectives

Learn how to give an effective, engaging presentation. This course helps with increasing confidence and your ability to speak clearly while creating interest in your subject.

## Course Content

- **Fundamentals of presentation**
  - Effective presentations
  - Understanding effective presentations
  - Understanding different types of presentations
  - Planning a presentation
  - Establishing objectives
  - Determining objectives
  - Making realistic objectives
- **Audience analysis and supporting material**
  - Audience analysis
  - Analysing the audience
  - Supporting materials
  - Selecting supporting materials
  - Understanding the types of supporting material
  - Exploring retention and visual aids
- **Building presentations**
  - Build presentations
  - Building the presentation
  - Develop an introduction
  - Developing the introduction
  - Capturing the attention of the audience
  - Organize the body of the presentation
  - Organizing the body of the presentation
  - Using transitions
  - Effective conclusion
  - Creating the conclusion
  - Closing the presentation
- **Presentation mechanics**
  - Visual aids
  - Introducing visual aids
  - Using different types of visual aids
  - Understand visual aids
  - Displaying visual aids
  - Creating visual aids
- **Presentation process**
  - Extemporaneous speaking
  - Understanding the presentation process
  - Preparation for speaking
  - Reducing the fear of speaking
  - Using warm-up routines
  - Deliver a presentation
  - Using different aspects of voice
  - Nonverbal communication
  - Using nonverbal communication aids
  - Maintaining a focus on the audience
- **Question-and-answer session**
  - Handle questions effectively
  - Handling questions
  - Understanding the question-and-answer session
  - Handle challenging questions
  - Handling challenging questions
  - Handling challenging audience

*Continued overleaf*



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## Course Content

- **Fundamentals of persuasion**
- Understand persuasion
- Understanding persuasion
- Analysing the audience
- Motivating the audience
- Making claims
- Organize a persuasive presentation
- Creating a persuasive introduction
- Understanding the body of a persuasive presentation
- Methods of persuasion
- Using different methods of persuasion

## Prerequisites

There are no prerequisites for this course.

## Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **[insighta.co.uk](http://insighta.co.uk)**