

Workshop title: Presentation Skills

- Aim:** To help managers present themselves and their ideas effectively in a relaxed and professional manner
- Designed for:** Managers whose job involves internal and external presentations
- Objectives:** During the workshop, managers will
- prepare the purpose and content in a logical way
 - identify how to prepare and use visual aids skilfully
 - learn to use notes and equipment competently and confidently
 - practise handling questions in a knowledgeable, structured way
 - develop confidence and professionalism in public speaking situations
- Method:** This workshop will be participative, using discussions and practical exercises as well as managers' own material to help make relevant to the workplace. It is intensive and requires a high commitment with evening work and preparation to make the most of the learning.
- Content:**
- What makes a good presentation?**
- * Managers demonstrate existing presentation skills and style
 - * The characteristics of a good presentation
 - * The role and skill of persuasion in all presentations
- Plan the structure**
- * Identify results-focussed aims for your audience
 - * Collate and order the content so it is logical and easy to follow
 - * Adapt information for different audiences
- Visual aids**
- * The purpose, range and applications of different visual aids
 - * Use visual aids without their distracting you or the audience
- Scripts, notes and cue cards**
- * Different levels of detail and layouts
 - * Use without wandering from the point or losing eye contact
- Delivery**
- * Voice pitch, tone, speed, volume and intonation
 - * Body language: gestures, posture, eye contact and facial expressions
 - * How to handle questions competently and confidently
- Manage the presentation**
- * Final preparation, organisation and rehearsals

