



Presentation Skills

Preparing and delivering outstanding presentations

Course Objectives

- Understand where nervousness comes from and implement practices to overcome those feelings
- Understand how an audience remembers a presentation and how to cater to the audience learning styles to increase retention
- Plan a presentation using a Powerful introduction, a body and a conclusion
- Use body language, voice and breathing techniques when presenting
- Understand the importance and use of visual aids
- Ad-lib, tell stories and use emotional triggers to deliver powerful and memorable presentations

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Target Audience

Anyone wishing to improve their presentation skills.

Course Outline

Nerves

- Why do we get nervous
- Overcoming nerves

Audience retention

- Context
- Chunking information
- Audience breaks
- Story telling

Learning styles

- Auditory
- Visual
- Kinaesthetic

Remember our presentation

- Improving memory
- Method of Loci

Start a Presentation

- Tell a story
- A quotation
- Imagine this
- An unusual statistic
- Ask a question
- Humour

Presentation Body

- Presentation structure

Closing a presentation

- What to include

Questioning skills

- Why use questions
- types of questions
- Audience questions

Being prepared

- Know your objectives
- Know the environment
- Know the audience
- Audience checklist

Voice

- Voice techniques
- Slowing down
- Pausing for effect

Body Language

- Posture
- Eye contact
- Gestures
- Facial expressions
- Where to stand

Visual Aids

- White board & flip charts
- Handouts
- Show and tell

Presenting with PowerPoint

- Text, text and more text
 - Focus on visuals
 - No reading
 - Colour
 - Slide show length
- Running PowerPoint