

Well delivered presentations are an effective and efficient way to gain influence and achieve results. Confident speakers, in control of the material, audience and themselves command respect and attention, no matter what the context or situation.

This highly practical workshop provides participants with a full understanding of how to prepare, organise and deliver presentations. It demonstrates techniques for creating interest and impact that reflect the positive style and personality of the speaker. It shows how to reduce stress, deal with the voice and breathing and how to communicate through body language.

This workshop is for a maximum group size of 12 and includes an extended video practice session, with a recording of all final presentations made available to the client afterwards.

## **BENEFITS**

### **After this three-day workshop you will be able to:**

- have a greater understanding of the structure of a presentation
- understand your audience and prepare appropriately
- have an enhanced understanding of the effectiveness of visuals, voice and body language

## **LEARNING OBJECTIVES**

### **You can expect to:**

- organise your presentation and plan audience interaction
- use visuals, voice and body language to support your objective
- present information and ideas with clarity and impact

## **COURSE OUTLINE**

### **Taking Control of Your Material**

- Structuring a presentation
- Defining your purpose
- Audience outcomes
- Establishing credibility
- Structuring a presentation – practice
- Opening and closing a presentation
- Using visual aids

### **Taking Control of Yourself**

- Using gesture and body language
- Aids to memory
- The voice: pace, pausing and giving emphasis

**Taking Control of Your Audience**

- Signalling and changing topic
- Selecting resources
- Handling questions

**Presentations**

- Presentation checklist
- Presentation
- Feedback on performance

**Who the Course Is For**

This course is for anyone who has to give presentations as part of their job.

**To run this workshop at your premises:** Rs 330,000 (up to 12 participants)\*

\*This price does not include the cost of transporting the trainer to and from your premises