

Public Speaking & Presentation Skills

ClearCut
IT TRAINING

Duration: 1 day

Who should attend: Anyone who wants to present with confidence.

Aims: To explore the essential skills required to create effective and engaging presentations that are easy to deliver and simple to follow.

By the end of the course, delegates will:

- Use a systematic approach to planning a presentation
- Set relevant objectives
- Deliver clearly and effectively according to audience needs
- Create a structure that will aid delivery
- Understand the elements of communication
- Gain insight into techniques for controlling nerves

Key Topics

Communication

- Voice
- Body Language
- Words
- First impressions

Preparation: 3 Steps to success

- Set your objectives
- Know your audience
- Build the structure

Visual aids and PowerPoint

Controlling nerves

Rules for effective speaking

Practical

- Prepare and deliver a presentation
- Gain feedback