

Presentation Skills

Courses available using Microsoft PowerPoint 97, 2000, XP, 2003 and 2007.

- One day course
- Bite-size sessions

Preparation for presentation

- Body language in the presentation
 - Positive mental attitude and how to achieve it
 - How to use the voice effectively
 - Audience participation
 - Preparing the environment and resources

Structuring and Delivering

- • Structuring a presentation correctly
 - Integrating audience needs to ensure 'buy-in'
 - Elaborating content for maximum impact
 - Adding variety and emphasis
 - Dealing with difficult audiences
 - Using presentation resources effectively