

Module 11

Effective Presentation Skills - Foundation

Positioning:

This foundation programme, designed by Skills Developer Ltd (SDL), is a general introduction to presenting information to an audience; it is not tailored to a specific presenter or audience type. SDL and ESP have collaborated with a view to delivering this introductory programme.

The programme has been developed using over 40 years' combined experience of presenting information and ideas to a variety of audience types in both formal and informal settings. The aim is to help individual delegates to understand the important factors that make a presentation effective, be it an informal team meeting or a formal customer presentation.

Deliverables:

- This course provides the foundations for effective presentation delivery, providing delegates with a key understanding of the dynamics of a presentation and a better understanding of themselves
- Each delegate prepares a 3 to 5 minute presentation to introduce themselves, their organisation and role, and include a personal interest or hobby. The presentations are recorded and reviewed later in the course. After training the identified gaps, the presentations are delivered again with the aim of demonstrating improvement and transference of learning.

Contents:

- What is a presentation?
- The first time we speak
- What are we trying to achieve as a presenter?
- What does an audience want from a presentation?
- The components of a presentation
- You as a presenter
- The audience
- Content
- Delivery
- Visual aids and venue

Who Should Attend?

- This course is suitable for management required to present internally or externally but who have little experience or training in presenting
- Sales and marketing professionals who present to customers and other external audiences