



Presentation Skills – the basics

Overview

This is for any manager or staff member who needs to prepare and deliver presentations to different audiences. It is designed for those who are relatively new to presenting or lack confidence in preparing and delivering presentations.

Aim

This is a highly practical course that uses exercises and personal feedback to ensure delegates can confidently plan, prepare and deliver effective and memorable presentations.

Content

By the end of the course, delegates will:

- Understand when presentations can be beneficial, and what makes a presentation engaging and effective.
- Select appropriate materials to meet the needs of the audience.
- Plan and prepare all aspects of a presentation, including the messages, order, timing and venue
- Recognise the pros and cons of different delivery styles and materials, and select the appropriate approach for different audiences.
- Convey information via a presentation, managing nerves and remaining in control.



COURSE COST

£175 + VAT

Duration: 1 Day

HELD AT CHALLENGE TRAINING & CONFERENCE CENTRE

“Good course, was able to bring my own presentation for my job interview”

Dave Clover
Marketing Advisor



For further information or to reserve a place on this course contact us :

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