

COURSE OVERVIEW

Powerful Presentations

[2 Days]

COURSE CONTENT

Introduction to Perfect Presentations

- Pre course self-evaluation
- Characteristics of a good presenter
- Impact areas in general communication
- Overcoming the 'fear factor'

The 10 Step Presentation Process

- Planning: determining purpose and defining objectives
- Structuring the presentation to suit the audience's needs
- Brainstorming, mind mapping and creating an outline
- Writing a convincing presentation using attention maintenance skills
- The importance of timing and practice
- Using visual aids for effective transfer of information
- Handling question and answer sessions and coping with difficult audiences
- Using presentation skills to interact with different audiences
- Team/group presentations
- Interviews: the interviewer and interviewee
- Conducting formal meetings
- Negotiating and debating

Strategies to Capture and Keep the Audience Interested

- Analysing your audience
- Adapting to diverse needs and expectations of the audience
- Verbal and non-verbal communication
 - Tips for keeping virtual presentations interactive and fun

Identifying And Responding To Manipulative Language

- Defining manipulative language
- Dealing with manipulative language

INTRODUCTION

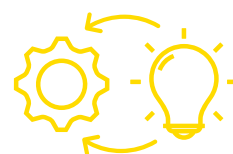
Effective self-presentation is a highly sought-after skill in the workplace. This course equips participants with the tools to present confidently to both large and small audiences. You'll learn to adapt your approach for various contexts, including formal presentations, meetings, interviews, and team discussions. The focus is on practical application of the skills and theory covered.

TARGET AUDIENCE

This course targets business professionals who communicate on a regular basis with individuals of different levels of skills, knowledge and ability. The course is open to all, and may include those who make formal proposals, present reports via slide presentations, manage projects, debate and negotiate, chair meetings, conduct interviews, are active in sales or meet and introduce external clients.

WHAT WE OFFER

- Public Courses vs Closed Group Training
- Face-To-Face Training (F2F)
- Virtual Instructor-Led Training (VILT)
- Customisation
- Impact Compass



TRAINING METHODOLOGY

Our training methodology is designed with a core focus: to ensure that the knowledge acquired translates into tangible results, adding substantial value and visibly improving performance within the workplace.



We employ an outcomes-based approach, fostering active engagement through highly **interactive, facilitator-led** sessions.

VALUE ADDED SERVICES

Personal Elevation Plan
Contact The Coach