Ref T&D2
Presentation Skills

Course Duration:

1 day

Course Aim / General Introduction:

This course is designed to develop presentation skills. Excellent presentation skills give you a platform to demonstrate your sales skills, leadership qualities, communication skills, influencing abilities and promotion potential. During this one day course, the main objective is to teach you the skills and techniques that will give you both the confidence and competence to enjoy making presentations in all situations. We will be giving action points to sharpen your image; reduce nerves; allow you to appear both confident and competent and increase your credibility in the eyes of colleagues and clients.

Learning Outcomes:

- Use own experiences as presenters or members of an audience to assess what quality presenters do
- Understand how people communicate and the relative importance of the words, tone of voice and body language
- Understand how to create a positive impact, especially at the start of a presentation
- Understand how to focus a presentation in order to meet the needs of a audience
- Structure a presentation in order to make the key messages clear

Who will benefit from the course?

- Directors and senior managers
- Sales staff
- Managers, department heads, team leaders and supervisors
- Technical staff

Teaching and Learning:

- Presentations
- Simulations / Group work
- Discussion

Capacity:

Maximum of 12 people

Price:

- In-house session @ £420, plus VAT
- In-house session @ £75, plus VAT per additional delegate
- Grouped training @ £195 per person, plus VAT
- One to one session @ £200 per person, plus VAT

Qualification:

On successful completion of this course students will be awarded the OCN Level 2 award in Presentation Skills.

The award is issued through Life Environmental and The National Open College Network who are approved as an awarding body with the Qualifications and Curriculum Authority (QCA).

For further information, including course booking:
Telephone: 0113 2700775 / 07894 488628