

# Presentation Skills

Making presentations whether to clients, suppliers, superiors or subordinates is a key skill to acquire. The presentation is a highly efficient way of communicating to groups, when done correctly and confidently.

This course will give all participants the confidence to use the skills and tools needed when preparing and delivering a clear memorable business presentation. It will boost effectiveness and enable participants to feel positive when presenting.

## course details

### Course Duration

One Day

### Course Cost

£1250

### Maximum Delegates

This course is designed for up to 10 delegates

### Training Location

Training can be run at any venue

### Participant Profile

This course is aimed at:

- Anyone who is looking to improve their presentation techniques

### Key Topics

Participants will cover:

- Effective presentations – recognising good and bad habits
- Understanding the importance of planning and preparation
- Creating, planning and delivering the presentation
- Key elements for successful presentations
- Increasing self confidence when presenting
- Supply and receive feedback in a constructive format

### Course Benefits

On completion of this course, participants will understand:

- How to feel confident in the delivery of a presentation
- How to use time effectively for planning and preparation
- How to build a rapport with an audience
- How to develop effective delivery skills

## client testimonial



An enjoyable and helpful course. I will take lots of elements from the course and implement them in practice.

Sarah Beacham, **Molecular Light Technology**

## You may also be interested in...

### Effective Telephone Techniques

Designed to look at the skills required to deliver exceptional customer service over the telephone, improving the telephone techniques of the organisation's client facing individuals.

### Professional Selling Skills

Designed to give participants the sales techniques and tools that are used by some of the world's most successful sales people, and includes the 'eight key steps' to a successful outcome.