Effective Presentations

A 2-day programme

Who for:

Individuals whose work involves them in presenting information, proposals or progress reports either internally or externally, in a formal or informal context.

In this programme, you will learn and practise:

- How to clarify and determine compelling objectives and goals for your presentation

- Preparing systematically and time-efficiently, structuring your presentation clearly and logically, supported, as relevant, by useful and persuasive visual aids

- "Positioning" and designing your presentation for maximum audience appeal

- How to deliver presentations persuasively and confidently, making full use of your voice, manner and personal presence

- Managing questions, challenges and even confrontation smoothly and professionally

- Managing the time and environment factors professionally

- Closing clearly and with confidence to achieve the purpose of your presentation