

# Presentation and Public speaking skills

## Course Objectives

By the end of the workshop you will be able to:

- prepare a presentation that reaches your audience and meets their needs;
- present a well-structured professional talk, with impact;
- use your voice and personality to best advantage;
- use visual aids to enhance your speaking;
- overcome fears and feel confident when making a presentation.

## Course Programme

|      |                                                                                                                  |
|------|------------------------------------------------------------------------------------------------------------------|
| 0915 | Assemble and Coffee                                                                                              |
| 0930 | Introductions and Course Objectives                                                                              |
|      | <b>Presentation Taster</b><br>Practice and Performance - 3 minutes each                                          |
|      | <b>Communication Skills</b><br>Good and Bad Presentations<br>Preparing: Purpose, Brief, Audience analysis        |
|      | <b>Presentation Techniques</b><br>Writing and structuring the content<br>Visual Aids                             |
|      | Lunch                                                                                                            |
|      | <b>Presentation Techniques</b><br>Body Language and Positioning<br>Practising voice power<br>Making it memorable |
|      | Preparing to Practice                                                                                            |
|      | <b>Practice Presentations - 10 minutes</b><br>With feedback                                                      |
| 1700 | Course Review and action plan<br>Evaluation and close                                                            |