

# Advanced Presentation Skills

**Aim** To provide participants with the knowledge, skills and confidence required to design and deliver highly effective presentations

**Objectives** By the end of this two-day workshop, participants will be able to:

1. Explain how to counteract the anxiety that is commonly associated with speaking in public
2. Describe how to structure effective presentations
3. Explain how to fully engage an audience
4. Describe the principles of effective communication
5. Produce more dynamic PowerPoint presentations and use flipcharts more effectively
6. Deliver a presentation with a high degree of confidence and impact
7. Produce a personal action plan

## Format

A two-day, highly participative workshop for those who want to present more confidently and powerfully. On day two, the participant's presentations will be videoed and they will then reflect on their own presentation with supportive feedback from their peers.

## Day One

- A participative exploration of the psychological forces at work when speaking in public
- Team activity exploring the differences between effective and ineffective presentations
- The three steps to creating and delivering great presentations
- The essential questions to consider when designing a presentation
- How to structure presentations in order to create flow and make them more memorable
- Top tips for successful presentations
- Participants will prepare their first brief presentation using the learning they have gained
- Participants deliver their presentations and receive constructive feedback from their peers
- Plenary discussion

## Day Two

- Practical consolidation of the learning gained during day one
- How to utilise the real power of PowerPoint
- Increasing the impact of flipchart presentations
- Two participants will deliver their final presentations. These will be videoed and then reviewed with supportive feedback from their peers
- Plenary session to capture the insights gained from reviewing the first two presentations
- The remaining participants will deliver their final presentations. These will be videoed and then reviewed by them with supportive feedback from their peers
- Plenary discussion
- Participants will finalise their personal action plans

