



## Presentation Skills

2 Days

### ***COURSE OBJECTIVES***

At the end of the course participants will be able to:

- Plan and prepare a presentation.
- Be aware of their non verbal communication.
- Practice the skills of a presentation.
- Improve their personal image.

### ***COURSE CONTENT***

#### **Training Outline**

- What do you do now when preparing a presentation?
- What skills do you use?
- What do you find challenging?
- Group exercise and feedback

#### **Planning and Preparation**

- Identify the audience, their needs and concerns
- Setting smart objectives
- Structuring the presentation
- Anticipating audience questions
- The introduction and the conclusion of the presentation

#### **Personal Style and Approach**

- The importance of non verbal communication
- Creating rapport with the audience
- Controlling anxiety
- Participants to prepare a topic for presentation to the group

Feedback, questions and answers  
Action plan