



## TD Waterhouse – Presentation Skills

2 Days

### ***COURSE OVERVIEW***

The course will be run as a workshop with active discussion sessions being used to identify key points.

All presentations will be recorded and used as part of the feedback process. Delegates will receive a copy of their own efforts on DVD for personal appraisal.

### ***COURSE CONTENT***

#### **Course Introduction**

- Course Objectives
- Course Format
- Course Timings

#### **Presentation Practice**

- First delivery of presentation 1
- Feedback on strengths and areas for improvement

#### **Using the Voice Effectively**

- Developing greater awareness of the voice
- Speaking more confidently
- Developing a more expressive voice
- Individual exercises “Talk to me”

#### **Creating a Stronger Presence**

- Creating an immediate impression
- Awareness of the effect of body language
- Using gestures to enhance your message
- Using eye contact to build confidence and rapport
- Individual exercises “Move your body”

#### **Presentation Practice**

- Second delivery of presentation 1
- Feedback through group discussion

#### **Planning Presentations**

- Planning the content
- Structuring a presentation
- Opening and ending the presentation effectively
- Individual exercises to tailor presentation 2

### **Influencing your Audience**

- Building rapport with your audience
- Using language to influence your audience
- Individual exercises “It’s all in the wording”

### **Dealing with Questions**

- Managing the question and answer session
- Dealing with difficult questions
- Individual exercises “Questions! Questions!”

### **Presentation Practice**

- Modifying the material
- Rehearsal for presentation 2

### **Developing Spontaneity**

- Thinking on your feet
- Interacting with the audience
- Individual exercises – “It can happen to the best of us”

### **Presentation Practice**

- Final delivery of presentation 2
- Evaluation through group discussion