PRESENTATION SKILLS

How to be a more confident presenter

OVERVIEW

This programme gives the foundation skills you need to improve the impact, clarity and structure of your presentations.

It can be flexed to meet the needs of people new to presenting, or to challenge those who have presented extensively in the past. (There's an alternative version for groups of up to 6, which allows for filming and individual feedback).

Master the physical factors, harnessing the power of non-verbal communication. Engage your audience.

Learn how to structure your presentation for best results.

Deal with questions more effectively.

Boost your confidence.

WHAT'S IN IT FOR YOU?

- Have a benchmark for what powerful presenters do and don't do
- Know how to structure a presentation to maximise impact and engagement
- Be able to master the use of posture and gesture for maximum impact
- Be able to avoid 'death by PowerPoint'
- Improve your ability and confidence to get buy-in to your ideas
- Feel more confident when handling questions or challenges
- Understand your strengths and weaknesses when presenting

WORKSHOP OUTLINE

(Full-day version, 9.30 – 5.00)

1 Handling nerves, feeling confident

- What makes someone a confident presenter?
- Why feeling nervous is a normal human reaction to being in the spotlight
- The mindset that will help you be a confident presenter
- Techniques for handling nerves
- The matrix of authentic presenting
- *Pre-prepared individual presentations (3 minutes max) – practice activity*

2 The 3Vs of powerful presenting

- The three primary channels of communication – Visual, Vocal and Verbal.
- *Bringing the 3Vs to life – practice activity*

3 Avoiding 'death by PowerPoint'

- Hints and tips to make PowerPoint powerful
- *Participants receive coaching from other participants and the trainer on their slides – what's working and what needs to change?*

4 Delivering with passion

- How to ensure that you are the presentation, not your slides
- *Unscripted individual presentations – practice activity*

5 Creating and structuring an audience-centred presentation

- Why the best presentations are audience-centred
- Organising materials to make presentations relevant and compelling

6 Getting your key messages across

- If you don't get your key messages across clearly, you will never achieve the outcome you want
- *Reducing the pre-prepared individual presentations from 3 minutes to just 90 seconds – individual activity*

7 Managing audience attention spans

- How to keep your audience engaged
- How attention typically varies throughout a presentation
- *Review the structure of the 90-second presentations and improving them – group activity*

8 Practice time

- Participants deliver a 10-minute presentation they prepared as part of their pre-work
- Receive live feedback from the facilitator and peers

9 Actions and next steps

- Review
- Personal action planning
- Next steps