

Presenting without Fear – 2 Day Course

Course Overview

This interactive course is designed to demonstrate how with proper planning and preparation, professional and well rehearsed presentations can be achieved with time.

Who Should Attend

This course is aimed at anyone who is required to deliver presentations to internal/ external customers, management and team meetings. These include sales people, Marketing professionals, managers, supervisors and trainers from a variety of industries.

Course Content

Overview

- The recipe for creating a good presentation

Planning

- Objectives
- Scope
- Constraints
- Audience
- Research needed

Preparation

- Gathering the facts
- Confirming the facts
- Selecting an outlining method
- Agreeing a presentation method

Creating an outline

- Creating the outline
- The opening
- Compiling the facts
- The use of stories or metaphors

Work with Words

- Writing for the ear
- Writing for the eye
- Tips and advice

Using handouts

- The alternatives

Rehearsal Methods

- The Three P's- Practice, Practice, Practice

Showtime

- Dealing with 'Stage Fright'
- Non-Verbal communication
- Reading your audience
- Handling potential problems

Additional Information

- CD Manuals and Certificates provided
- Course timings – 9.30 am- 5.00 pm
- Buffet lunch included and free parking available on site
- Joining Instructions will be sent prior to attending the course

Course Costs

To book this course or for further information please contact the training team on Tel - 01604 655 900 or email – training@paradisecomputing.co.uk

