

Bio
Pharma
Chem

Skillnet,

Effective Presentation Skills



Delivered by:

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Presentation Skills

A large part of each course is spent with a set of prepared exercises and projects so that those attending gain firm foundations through their own practical experience. These exercises are easily shaped towards the individual own presentation requirements on the day. Professionally presented course notes are provided and these may be retained for reference afterwards.

This training program is one day in duration.

Who should attend?

Designed for presenters of information, training, demonstrations, reports, etc, that wish to understand the components of an effective presentation.

How will you learn?

The teaching approach contains a mix of lectures, practical, and one-to-one work and varies according to the people attending. Trainees actively participate in exercises throughout the day. Positive feedback from the participants is encouraged and appreciated.

Before the end of the day, each participant will deliver a 5-7-minute presentation on a topic of their choice to practice the material discussed during the training. Each presenter will be given constructive feedback from the facilitator and other participants in an encouraging and useful manner.

Programme Content

Fundamentals of presentation

- Definition and types of presentations
- Purpose of presentations
- Setting aims and objectives
- Consider your audience

The Role of Presenter

- Preparing to Speak
- Challenging the myths of "Worst-Case Scenarios" in giving presentations

- Overcoming fears of public speaking
- Eliminating unwanted habits
- Body language/tone/content

Presentation Preparation

- Effective Introductions and Conclusions
- Developing Content
- Using Visual Aids
- The importance of Transitions
- Managing Q and A sessions

This training is delivered on behalf of BioPharmaChem Skillnet by Citrus Training.

For further information please contact training@bpcskillnet.ie or phone 087 997 0848

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