Presentation Skills

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Presentation Skills

This programme is designed to equip learners with the knowledge and skills necessary to design and deliver successful presentations. It is suitable for people who would like to improve their presentation skills and communicate their message in a more effective manner. Participants on this course will gain practical experience on delivering presentations and receive both verbal and written feedback on their performance.

Who Should Attend?

Participants should come to the course with a topic in mind and a partially prepared presentation. This will be worked upon during the day and will form the basis for the recorded presentation. The topic should be one that you are both familiar and comfortable with. It does not have to be work related.

The duration of your presentation should be approximately 6 to 8 minutes.

Course Objectives

At the end of this programme, participants will be able to:

- Understand the importance of knowing your audience.
- Communicate more effectively with their audience.
- Understand how adults learn and their different learning styles.
- Plan an effective presentation
    - Tell them what you are going to tell them.
    - Tell them.
    - Tell them what you have told them.
- Appreciate the importance of preparation.
- Value the impact of body language, voice and eye contact.
- Deal with nerves
- Begin and end a presentation successfully
- Get the audience's attention and keep it
- Handle questions
- Practice presentation delivery and receive feedback on their performance.

How will you learn?

A participative and interactive training approach will be followed throughout the programme. In tandem with a number of exercises (both individual and group), participants will be encouraged to discuss topics and share their own experiences. The programme will be evaluated informally during the course of the programme and by a formal questionnaire at its conclusion.

As a means of developing people's presentation skills, recording and playback is used during the programme as a feedback mechanism for participants.

Programme Content

Introduction to Communication/Presentation Skills

- Effective 2-Way communication
- Barriers to communication
- Non-Verbal communication
- Active Listening

Preparation and Planning

- Knowing Your Audience
- Realistic Objectives
- Clear Main Body
- Closing Summary with Maximum Impact

Presentation Design and Structure

- Adult Learning Styles
- Appealing to both sides of the Brain
- Use of Recall Techniques
- Effective Use of Visual Aids

Preparing Yourself

- Overcoming Nerves
- Effective Body Language
- Using Voice and Eye Contact to Maximum Effect

Engagement Tools

- Involving the Audience
- Handling Questions

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

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