
Powerful Presentations



Course Title: **Powerful Presentations**

Duration: **1-day**

Course reference code: **MT-2**

Target Audience: *People who have to:*

- Give formal or informal presentations,
- Influence others in a positive and informative way,
- Present information in a clear and interesting way.

We are constantly faced with the trauma of having to give presentations. This course considers "why" we give presentations and explores, with the aid of a number of practical examples, how presentations can be made more effective and stimulating for the audience. The course shows how to structure the presentation material so that you can concentrate on benefits rather than features. This course will appeal to everyone who conducts formal or informal presentations as part of their job function.

Agenda

- Establish the delegates' expectations and objectives
- Introduction and setting the scene
- Factors that contribute to a successful presentation
- Mind Mapping as a preparation and presentation tool
- Personal Preparation
 - Writing a lesson plan
 - Selecting appropriate material
 - Producing visual aids and personal lecture notes
- Personal Presentation
 - Lecture room management
 - Checking and preparing the room
 - Setting the scene
 - Delivery methods and presentation techniques
 - Use of a data-projector (LCD projector)
 - Use of the overhead projector and flip-chart (as a secondary backup presentation aid)
 - Review of presentation software (e.g. PowerPoint)
 - Time management
 - Dealing with questions and difficult situations
 - Questioning techniques and checking for commitment
- Video taped practical sessions, feedback and positive assessments
 - During the morning each delegate will conduct two mini-presentations, which will be assessed and used to develop their personal presentation skills and highlight areas for improvement.
 - During the afternoon the delegates will work in small groups to develop and present a group presentation. Each presentation will be positively assessed.

A number of exercises and role-plays are conducted during the course where the delegates will get an opportunity to put into practice some of the techniques they have acquired.

Delegates will be encouraged to participate fully in the various case studies, discussion sessions and practical exercises that are conducted during the course.