

PRESENTATION SKILLS WORKSHOP



Aimed at: To provide participants with the key skills of effective presentation. Content includes preparation of materials, presentation planning, use of visual aids, communication techniques including the use of body language.

Trainer: Established 42 years ago, **Carr Communications** are highly rated providers of people and organisational development training. They have significant experience working with Skillnet Training networks and the food and drink sector.

Programme Objectives

This course will help you to:

- Identify and meet the needs of an audience
- Reach your objectives with your presentation
- Handle Nerves
- Prepare effectively for your presentations
- Use PowerPoint effectively
- Be interesting, understandable and memorable
- Deliver successful presentations

Programme Content

Morning Session

Agreeing Criteria for Effective Presentation

- Audience, Message, Clear Examples, Delivery, Correct use of Visuals and Support Materials

Record Three Case Studies

- Assessment of three case studies
- Highlight criteria for all presenters
- Identify individual strengths

Creating Audience Focus

- Group Discussion
- Know your audience
- Establish their level of understanding

Creating Understanding

- Use of example and Illustration
- Use of Visuals
- Use of questions
- Creating interaction

Record Three Further Case Studies

- Incorporating learning and seeing improvement
- Further assessments

Afternoon Session

Delivery Issues

- Using further recordings and reviews during the day to reinforce learning and create new learning
- Use of body language
- Use of technical language & jargon
- Use of simple and clear English

Visual Aids

- Use of PowerPoint
- Use of other visual aids

Creating Impact

- Personal ownership
- Handling Q&A effectively

Structure & Logic in Preparation

- Putting all lessons together
- Using all learning in new case studies
- Writing a presentation for self or others in the spoken word

Group Presentations

- Presenting as a team or group
- Creating linkage between speakers
- Linking themes
- Chairing the Q & A process

Agree Future Steps / Commitments

To Book your place, or for more information, contact Sam Owens, Food Drink Ireland Skillnet Project Officer on (01) 6051728 or samantha.owens@ibec.ie