



Presentation Skills

1 day training programme



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Target

Managers, professional and senior administration staff

Outline

The ability to transmit facts, ideas and information accurately, concisely and logically is crucial when making presentations. This programme is designed to give participants practice and understanding of the techniques used in effective presentations. The course is highly practical and participative with the emphasis on skill development. Every aspect of the presentation from the planning and preparation stages to its actual delivery are covered during the programme.

Objective

The objective of this programme is to enable participants make presentations that interest and engage small groups and large audiences.

Learning Outcomes

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

- Undertake the selection and analysis of presentation material
- Prepare presentations appropriate to subject matter and audience needs
- Select and use appropriate visual aids
- Maintain audience interest using proven presentation techniques
- Combat nerves to ensure a flawless delivery
- Understand their own strengths and development areas
- Deliver an effective presentation

Content

- Analysis of presentation purpose
- Planning and preparing a presentation
- Practical Presentation Skills
- Using non-verbal communication
- Handling difficult questions
- Using visual aids
- Tackling nerves
- Presentation delivery
- Closing a presentation

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As a provider of quality training programmes, shrc guarantee experienced facilitators and tailored content coupled with practical-oriented sessions. Other popular programmes include: Attendance / Absence Management; Competency-based Interviewing; Employment Law Practice; Management Skills; PMDS for Line Managers.

Methodology

The training methods and techniques employed during all programmes will be based on best practice in adult learning.

The methods used include:

- Short lectures - to impart required background information / knowledge.
- Facilitated discussions - to allow for open debate, airing concerns and enhanced participation.
- Case studies - to assist with the practical application of learning.
- Role-plays - to gain experience of using the acquired skills.

Benefits of in-house programmes

- Customisation - tailored to meet your specific training requirements.
- Flexible - where and when you want.
- Cost effective - no travel, no days away, no unrelated expenses.
- Low cost per person - even with small numbers.
- Consistent message throughout your organisation.

Contact us

- To find out more about this programme or any other programmes we have on offer.
- To discuss your current or future training requirements.
- To learn more about our training approach and facilitators.
- Contact Ann at 01-2974070 or email ann@shrc.ie.

