

Channel Islands Training & Development presents
Making Presentations
One-day programme

For:

All those who need to make presentations, give talks or speak to groups

Objectives:

By the end of the course delegates will be able to:

- Prepare a logical presentation
- Maintain interest and understanding when speaking
- Use appropriate visual aids
- Make presentations with more confidence

Method:

This course is highly participative with group discussions and practise in presenting information using video to assist feedback.

Preparation:

Delegates will be asked to deliver a 10-15 minute presentation in the afternoon preferably on a work-related topic. Some time will be allowed on the programme for preparation but it would be beneficial to gather background information and prepare some visual aids in advance.

Course Content:

Welcome and Introductions

Making a Presentation

Identification of the common problems associated with speaking to groups.

Preparing to Speak

The why, what, who, where, when and how to structure and prepare the presentation. The skills required – words, voice and body language

Skills of Speaking to Groups

How to add interest and colour to the talk through the use of rhetorical devices, visual aids etc Controlling nerves and handling questions confidently

Practical Session (see above) followed by Summary and Action Planning

To book please telephone 01534 737701 or fax 01534 737721
E-mail: mail@citd.co.uk or visit www.citd.co.uk