



Training Academy

PROFESSIONAL PRESENTATION SKILLS

COURSE DURATION

2 days

NUMBER OF DELEGATES

The recommended number of participants is:

Face to face 6 - 8
Virtual 4 - 6

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COURSE OVERVIEW

More and more these days, our job roles require that we do some form of presentation. This might be in a monthly meeting to a small group of people or it may be on a far larger scale. This course will equip you with the skills and knowledge to prepare and present professionally.

OBJECTIVES

To structure and deliver a professional presentation confidently.

WHO SHOULD ATTEND?

Anyone who is expected to deliver professional presentations to either internal or external groups of clients or colleagues. Suitable for those that have never conducted a presentation before or those that have experience but not received any formal training.

COURSE STYLE

This is a learning workshop and therefore is focused on how to deliver successful presentations. So, be prepared to get stuck in and expect to deliver a number of presentations during the course of the workshop.

PRE COURSE WORK

There will be four presentations that you will be required to deliver during the course of the programme. For each one, you will have time to prepare, but we also know that most people like to have had a chance to at least gather some thoughts prior to the day.

1. Introductory presentation – an informal presentation about who you are and what you do – what you want to tell the group and how you do that is up to you!
2. An introduction – Present an introduction for your main presentation – this must include a bit about you, your role and what your presentation will cover.
3. A short presentation (5-10) minutes on a topic of your choice. Topics include: Your best holiday/experience; your favourite

book/film/music/sport; a hobby; reality television; what you would do if you won the lottery or any other topic of your choice. We would recommend something that you feel able to talk about and non work related.

4. Main presentation (10 minutes). This will culminate all your learning at the end of the programme and should be a presentation that you will be delivering in the business on your return from the course. If you want to be able to use Power Point for this final presentation, you may want to bring a few slides with you to get you started (you can e-mail these in advance if you wish).

Remember, you do not have to have fully prepared presentations with you as you will have time before each one to get your content together, just have a few ideas ready to flesh out.