

Course Aims & Objectives

This 1 day course is designed to enable delegates to improve planning and delivery skills to both small and large audiences.

The course will involve the participants giving a pre-prepared 5 minute presentation during the course. This course involves the use of video recording of participants. Feedback will be offered to all delegates.

Who Should Attend?

This course is ideal for anyone who regularly needs to make presentations to either individuals or groups of people. There are no pre-requisites for attending this training, other than a willingness to participate fully in the discussions and activities. Each participant is required to prepare a 5 minute presentation on ANY subject in advance of the course. They should use visual aids or PowerPoint presentations to assist them. This **MUST** be your own work (not a corporate prepared presentation) and be brought with you for the start of the course. For Tips on preparing your presentation please contact support@dti.ie in advance of the course.

Course Outline

The course content will include the items listed below.

- Recognising The Key Message In Your Presentation.
 - Establish Objectives for your presentation.
 - Learn the rule of 3's.
 - Build presentations that create maximum impact.
 - Choose the right visual aids.
 - Tips for room layout and interaction.
 - Recognize and transform problem areas.
 - Handle your audience with confidence.
 - Know how to handle questions.
- Present the 'right' image.
 - Use your words, tone and body language and work with the qualities of your voice.
 - Acknowledge and overcome nerves and use them to enhance your presentation.
 - Use relaxation techniques.

Notes and exercise files will be provided on CD or via Dropbox. Ongoing email support is offered.



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