

## Course Overview

*A practical course that builds the confidence, structure, and delivery skills needed to present clearly and professionally in any business setting.*

Deliver presentations with confidence, clarity, and influence. This course equips participants with the skills to communicate ideas effectively in any setting, whether to a small team, a large audience, or virtually. Learners will develop practical techniques to craft compelling messages, engage their audience, and deliver presentations that make an impact. This training ensures participants leave with the confidence and competence to present professionally and persuasively.

## Who Should Attend?

This course is suitable for:

- Professionals who regularly present to individuals or groups
- Team leaders, managers, or trainers seeking to improve their presentation effectiveness
- Anyone looking to gain confidence and influence when speaking publicly
- Participants who are ready to actively engage and practice their presentation skills

## Required Knowledge:

- No prior experience or formal training in presentation skills is required
- Basic computer literacy is recommended (for preparing slides or visual aids)
- Each participant must prepare a 5-minute presentation on any topic in advance, using visual aids or PowerPoint slides. This presentation must be the participant's own work and brought to the course start.
- For guidance on preparing your presentation, contact [support@dti.ie](mailto:support@dti.ie)

## What You Will Learn

- Recognise and define the key message in your presentation
- Establish clear objectives to guide your content
- Apply the "Rule of 3" to structure your messages for maximum retention

- Build presentations that engage and persuade your audience
- Select and use the most effective visual aids
- Arrange room layout and interaction to enhance engagement
- Identify and transform common problem areas in delivery
- Manage audience dynamics with confidence
- Handle questions effectively and professionally
- Project the right professional image
- Use words, tone, body language, and voice qualities to enhance impact
- Overcome nerves and channel them positively
- Apply relaxation techniques to maintain composure and confidence

## Exclusions:

This course does not cover:

- Advanced corporate communication strategies
- Technical design of complex slide decks or graphics
- Public speaking for broadcast media or televised events
- Detailed facilitation of large-scale workshops or conferences

## Key Learning Outcomes

At the end of this training, you should know how to:

- Prepare and deliver a clear, structured, and compelling presentation
- Communicate your key message effectively to any audience
- Engage your audience and handle questions with confidence
- Use voice, body language, and visual aids to enhance your impact

- Transform nervousness into positive energy for effective delivery

## Delivery Format

This is a classroom-based, interactive course focused on personal development and soft skills.

The instructor will facilitate learning through guided discussions, practical exercises, role-play, and group activities.

Participants will be encouraged to contribute their own experiences and practice skills in a supportive environment, receiving real-time feedback throughout the session.

## Training Environment Includes:

- Comfortable classroom setting designed for interaction and engagement
- Course materials, handouts, and reference notes provided
- Opportunities for individual reflection, group work, and peer learning

Participants are **not required to bring their own laptop**.

## Recommended Progression Pathway

After completing this course, learners should consider:

- Advanced Presentation Techniques and Storytelling
- Leadership Communication Skills
- Training and Facilitation Skills

## Learner Support

Participants will have indefinite online access to all practice files and notes at <https://www.dti.ie>. Email support will also be offered on items covered during this course at [support@dti.ie](mailto:support@dti.ie).