



Business Training Experts

Professional Presentation Skills

Programme Overview

- Overcoming nervousness.
- Preparing effective presentations.
- Using body language and voice to your advantage.
- Communicating clearly and effectively.
- Understanding your audience.
- Building your skills in a variety of presentation types and styles.

Programme Outline

- Simple rules and methods to combat nervousness
- How to prepare quickly and effectively
- Communications skills - voice, posture, eye contact etc.
- Preparing effective visuals - avoiding "death by Powerpoint!"
- Dealing with questions and your audience
- Develop your own presentation
- To enable participants to practice the skills and techniques necessary for successful negotiation

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