

# PRESENTATION SKILLS (REF:OTSPS001)

Duration: 3 days  
Target audience: First line managers



## Overview

We present ourselves in many ways at work: when conducting interviews; participating in meetings; delivering training; and when giving formal presentations.

A great presentation does not just happen; it is planned, rehearsed then delivered with flair. A great presentation is well structured and delivers an impactful message. Presenters need to consider the purpose, audience and content of their message, plan and practice, and allow room for flexibility and spontaneity.

A good presenter is one who learns the skills of presentations - not one who hopes for talent to carry them. This requires the ability to communicate in a compelling, honest, persuasive, and articulate manner, ensuring the message is clear and understood. Great presenters have credibility, use logic and appeal to the hearts and minds of the audience. You can be a good presenter if you learn the skills for presentation success and you learn from every presentation you deliver.

## Objectives

By the end of this course successful participants will be able to:

- Develop clear and easy to understand presentation materials
- Demonstrate confidence and good communication skills
- Convince and engage an audience
- Respond to audience questions
- Design and deliver effective PowerPoint slides
- Manage nerves to improve impact

## Training techniques

A variety of training techniques will be used including:

- Experiential learning
- Group learning and discussion
- Individual presentations
- Group presentations
- Video-taping
- Training videos
- Role plays and simulations

## Resources

Participants will each receive the following materials:

- Course workbook
- Recommended resources
- Presentation video recording
- Templates for planning and evaluations
- Checklists

## Course content

Analysis of what makes a good presentation

- Examples of good and bad presentations
- Criteria and role models

Handling question and answer sessions

- Predicting and anticipating questions
- How to answer a question
- What to do if you don't know the answer

Developing the slide deck

- Templates and backgrounds
- Style guidelines
- Using animations, transitions and smart art

Using your voice

- Using the voice effectively to create and maintain interest
- Acquire the skills of 'speaking' rather than 'reading' a presentation
- Speaking techniques



- The use of PowerPoint in presentations for impact and effectiveness

#### The presentation

- Purpose statements and presentation theme
- High impact introductions
- Ethos, pathos and logos
- Audience needs and requirements
- Establishing credibility and authority
- Creating interest and engagement
- Sequencing, linking and signposting
- Body language techniques to ensure a professional image and credibility
- Effective, powerful endings and language of endings

- Rhetorical devices

#### Managing nerves

- Learning how to control nerves
- Relaxation techniques

