

Course Title: Giving Effective Presentations

Target Audience - Anyone who is required to give presentations as part of their job role

Aims of the Course:

This workshop will benefit anyone who is required to give presentations; a trainer, a meeting facilitator, speaker, or seminar discussion leader. No matter which role you are assuming, this workshop will help you to become more skilled in providing information to others in an engaging and proficient manner.

By the end of the workshop participants will have:

- Improved confidence when giving presentations
- A toolkit of presentation methods they can select to effectively meet the needs of audience, purpose and context
 - Strategies to speak out with confidence and knock down nervousness
- The opportunity to try out their new skills in a supportive and non-critical environment

9:00-9.15	Introduction and welcome
9.15-9.50	Getting started: Planning your presentation
9.50-10.35	Choosing your delivery methods
10.30-11.35	Verbal communication: <ul style="list-style-type: none"> • Listening • Asking questions • Communicating with power
11.35-12.00	Non-verbal communication
12.00-12.30	Overcoming nervousness
12.30-1.00	Lunch
1.00-1.40	Making the most of supporting resources
1.40-2.00	Pumping it up a notch
2.00-3.45	Presentations: <ul style="list-style-type: none"> • Preparation • Presentation • Feedback
3.45-4.00	Plenary

**Trainer Profile:
AND SO TO SLEEP**

**THURSDAY 9 NOVEMBER 2017
9:00AM – 4.00PM**

**£100 PER PERSON
£50 PER PERSON (HET)**

**LOCATION:
BEECHWOOD JUNIOR SCHOOL
JUNIPER ROAD
SOUTHAMPTON
SO18 4EG**

**ENQUIRIES:
02380 786833**

LUNCH INCLUDED