



INTERPERSONAL SKILLS

Stand and deliver!

Panic-free presentations

'What if... I lose my train of thought... the laptop crashes... they ask me a question I can't answer?' You can't guarantee these things will never happen – but what you learn on this workshop will reduce the chances and give you strategies to cope if they do.

Who is the workshop for?

Anyone who has to give presentations to small or large groups, regularly or infrequently. New and experienced presenters will improve their skills and learn new techniques.

What can I learn?

- Define the key elements of a successful presentation.
- Learn how to look confident, credible and in control.
- Use your voice effectively to get your message across with impact.
- Practise creating visuals that enhance your presentation.
- Make confident and creative use of different types of visual aid: PowerPoint, flipcharts, whiteboard, props.
- Organise your ideas and structure a presentation that is stimulating and easy to follow.
- Practise dealing with difficult situations and handling questions.
- Learn how to create user-friendly handouts for your audience, and effective notes for yourself.
- Find out how to plan and deliver team presentations smoothly.
- Know ten practical things you must check in advance to avoid embarrassment.

What can I expect?

Participants bring with them a short presentation they have recently given or plan to give. In addition to practising your presentation skills, you will receive guidance in assessing and improving your presentation's effectiveness. Presentations are recorded, allowing the opportunity for self-review and individual feedback from the instructor.