



Contact: Mike Dawson
Telephone: 01895 239315
Mobile: 07960 335620
Email: MDawson@PLCTraining.co.uk

Presentation Skills 1 - Fundamentals

This course focuses on the basics of effective presentations and the communication skills involved. The structure, style, content and delivery of presentations are reviewed, but not in detail. The course is highly participative, but delegates will only be required to design and deliver short presentations. Note that this is not a Powerpoint course. By the end of this course, delegates should be able to deliver a short, basic, factual presentation with confidence. If your requirement is to deliver a more complex, persuasive presentation, you should consider the Advanced course. If you have been asked to deliver a presentation in the near future and require individual critical and constructive feedback, please contact us for a consultation quotation.

Who should attend? The course is suitable for managers and staff who need to start delivering presentations. The Elementary course focuses on the mechanical delivery of information and is suitable for individuals with limited experience presenting and/or are about to present for the first time.

Programme Information: 1 day duration; up to 8 delegates

Costs: £650 plus tailoring plus out-of-pocket expenses

Competency Development Areas:

- Influencing and Persuading
- Planning & Organisation
- Delivering Results
- Ideas & Innovation

Programme Content:

- Objectives and Success Factors
- Preparation; Structure
- Content; Visual aids
- Delivery style
- Handling questions and objections
- Tools; Powerpoint
- Action Planning