

Aster Training

Aster Interim Solutions Limited

Presentation Skills

Price: £595.00

Course Overview

This two days presentation skills training course is especially suited to people who need to present a convincing case at board level, or for people who are required to make effective presentations to groups of decision makers.

This is a highly motivational and practical training course covering the key elements of effective presentations.

What you will learn

At the conclusion of this course delegates will be able to:

- Understand the key elements of an effective presentation
- Structure a presentation for maximum impact
- Understand how to get started and gain attention
- Know how to choose, prepare and when to use visual aids
- Understand how to build confidence and reduce the effect of nerves
- Deal with and learn how to use challenging questions

Course Content

The presentation skills training course covers the following topics:-

- Preparation, preparation, preparation
- Practical exercise – organising the facts

- Effective delivery from notes to mind maps
- Choosing & using visual aids exercise
- Practical role play – presentation exercise 1
- Choosing the right language for the right occasion
- Practical role play – presentation exercise 2
- Selecting motivational material
- How to achieve audience control
- Practical role play – presentation exercise 3
- Dealing with awkward questions and people
- Using the appropriate body language
- Putting it all together – exercise 4
- Milestones & evaluation

The presentation skills training course is limited to a maximum of twelve delegates. Course costs cover the training workshop, a set of comprehensive course notes, lunch, refreshments and an attendance certificate.

This is a non-residential training course. This course can be delivered in house if required. For further information contact Aster Training on 01296 720281 for a Free consultation to discuss your training requirements.

Costs are exclusive of VAT which is chargeable at the current rate.

Prices are correct at the time of publishing but may be varied in line with market conditions from time to time.

[Vendor Information](#)