

MANAGEMENT: Making Presentations

Course duration: 1 day

Who should attend:

This course is valuable for anyone who wants to improve their productivity by making more effective presentations.

Course benefits:

Making presentations are an essential element of any manager's job. In this course you gain the practical skills to improve your presentation skills through planning, preparation and performance.

What you will learn:

- Preparing a presentation
 - Defining your purpose
 - Knowing your audience
 - Dealing with logistics
 - Knowing your venue
 - Clarifying objectives
 - Finding material
 - Structuring material
 - Writing a presentation
 - Using audio-visual aids
 - Rehearsing
- Preparing yourself
 - Believing in yourself
 - Analysing appearance
 - Enhancing body image
 - Improving your voice
 - Eliminating tension
- Delivering a presentation
 - Controlling nerves
 - Speaking confidently
 - Closing effectively
- Handling an audience
 - Judging the mood
 - Dealing with questions
 - Coping with hostility
 - Assessing your ability