

Presentation skills

Synopsis

Every skilled public speaker knows that there's always room for improvement. We tune all our presentation skills courses to suit our delegates. So if you want a masterclass or something gentle for beginners, we can tailor the course to suit you.

Duration

3 – 6 hours

Format

Workshop with performances and feedback throughout. Delegates can use current presentation projects if they wish.

Delegates

Lawyers and other professionals
Maximum 5 per course

Outcomes

As a result of attending the course, you will be able to:

- design presentations tailored to your audience
- rehearse efficiently
- deliver confidently
- use visual aids competently
- participate in team presentations

Content

Preparation

1. Identifying key messages
2. Structuring the presentation
 - a. Confident starts
 - b. Appealing middles
 - c. Effective endings
3. Adding impact to dull material
4. Preparing useful speaking notes
5. How to get the most from visual aids and PowerPoint

Delivery

6. Key behaviours and controlling nerves
7. Taking control and projecting a professional image
8. Focus on the audience
9. Getting the timing right
10. Handling questions