

## PSC Elective – presentation skills

### Synopsis

Trainees develop their skills for presenting to colleagues and clients. They will learn how to prepare and deliver high quality presentations at short notice.

### Duration

3 or 6 hours

### Format

Practical workshop with constructive feedback and optional video analysis

### Delegates

Trainee solicitors  
Maximum 6 per course

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### Outcomes

As a result of attending the course, you will:

- plan effectively
- understand the benefits of rehearsal
- deliver with confidence
- present with impact

### Content

#### Short presentations

- Two minutes to prepare, two minutes to present...

#### What's your problem?

- Individual fears and difficulties
- Projecting self-confidence
- Setting individual targets

#### Preparation Skills

- Tuning in to your audience
- Room set-up
- Key messages & making it appealing
- How much should I tell them?
- Avoiding overload, irrelevancies and irritators

#### Presentations

- Volume & tone
- Handling silence & handling questions
- Using visual aids
- What to do when things goes wrong
- Projecting a professional image