

Excellent ideas alone do not guarantee successful presentations. Success is determined by the structure, style and confidence of the presenter. You can deliver powerful, high-impact presentations by learning where to focus your effort and energy. This session will enable the delegates to:

- Manage anxiety and portray confidence
- Construct effective messages
- Maintain audience interest
- Develop engaging delivery skills
- Connect with, and focus on your audience
- Manage difficult people and questions
- Handle objections successfully

## Who Will Benefit

This session is designed for people with little or no experience of structuring or delivering short presentations where the audience is required to think or act in a different way as a result of the presentation.

## Course Outline

- Planning your presentation
- Structure information in a clear, logical and interesting way
- Understanding your audience
- Dealing with difficult questions and people
- Portraying self confidence
- Speaking with authority and feeling
- Techniques for reducing tension
- Modulation; pitch, pace, pause, intonation, emphasis, tone
- Matching your body language and expressions with the intended message
- Building rapport
- The power of silence
- Productive use of visual aids including PowerPoint
- Profiting from the Q & A
- Deliver a short recorded presentation
- Receive feedback and create an action plan

## Duration

2 Day

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