

Professional Presentation Skills

Duration: 2 Days

Venue: Cardiff

Book Today Deliver the Best Presentations

Overview

This course will teach you how to deliver a great presentation whether it be for your managers, monthly sales meeting, clients or a job interview. You will learn how to prepare both your presentation and yourself prior to the big day, how to structure your presentation and how to read your audience. You will be taught the importance of using visual aids as opposed to text as well as how to engage with your audience. This course will conclude with all delegates presenting to the group.

Who should attend

This course has a wide audience including sales people, job seekers, managers and account managers. The skills learnt on this course are equally applicable to any industry you might work in. Whether you are new to presentations or find you get very nervous before delivering one then this course can help you.

What's Next

Communication Skills

Professional Selling Skills

Content

- Your Unique Selling Point
- How to Relax Prior to Presentations
- Preparing a Presentation
- Structuring a Presentation
- Opening a Presentation
- Avoiding the Bore Zone
- Closing a Presentation
- Using Visual Aids
- Improving Your Delivery

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