

CLEAR | QUICK | CONCLUSIVE

# BUSINESS PRESENTATION SKILLS

2 DAY NON-CREDIT BEARING SHORT COURSE

Always a source of intense and prolonged stress for inexperienced presenters, once they have learned and practiced the techniques and skills of presentations, they will develop confidence and deliver presentations of which they can be proud.



## PARTICIPANT PROFILE

Individuals who are required to present proposals, project reviews and information sessions.

## COURSE CONTENT

### Structuring presentations

- Audience & purpose
- Three or four headlines
- 20 minutes or less
- Visuals
- Importance of the conclusion

### Preparation

- Logistics
- Technical Support

### Delivery and Style

- Good body language

- Bad body language
- Using the room

### Dealing with nerves

- Good nerves
- Bad nerves
- Breathing
- Pacing yourself

### Leading the discussion

- Noticing reactions & signals
- Handling questions & suggestions
- Facilitating conclusion/s

