

**Duration**    **2 days**

### **Overview**

This course will provide delegates with the skills to plan and develop presentations which will engage with their audience and the confidence to deliver them effectively.

We use a variety of teaching models including lecturer input and individual exercises practised in a non-threatening environment. Delegates are encouraged to evaluate their own success and to help other members of the group with honest, constructive criticism.

Each delegate's final presentation is videoed. The videos will be given to the delegates after the course.

The course embodies ILM module M3.09 from the Level 3 programme in First Line Management. It can be included as one of the optional modules for the Award or Certificate programmes and is mandatory for the Diploma.

### **Recommended for**

Managers, sales people and anyone whose role requires them to give a formal presentation to colleagues, clients or other groups. This course is suitable for groups of 2 – 6 delegates.

One-to-one coaching is also available if, for example, you are giving an important presentation and want detailed help and feedback.

### **Prerequisites**

Delegates will be required to do some pre-course preparation.

### **Linked Programmes**

Essential Communication Skills

### **Objectives**

At the end of the training the delegate will be able to successfully:

- Evaluate the audience and their needs
- Plan an effective presentation
- Identify their personal style, strengths and weaknesses
- Use visual aids

using the documentation and support provided.

This course can be combined with PowerPoint skills by adding one extra day.