



## Presentation Skills – Level One

### **Objectives**

A one day presentation course designed to help you confidently deliver any presentation, anywhere

### **Content**

#### **Who Are You Talking To? Know Your Audience**

- Understanding needs and expectations using the O.S.C.A.R approach

#### **Communicating**

- Using effective body language, words and tonality
- How body language can make or break your presentation
- What you can do to ensure you are projecting confidence, gain and keep your audience's attention
- Master techniques to control nerves and remain relaxed throughout

#### **Using Language That Works**

- Gaining rapport with the audience using NLP (Neuro Linguistic Programming) techniques, a powerful method to understanding the right style of language for the message
- How to eliminate annoying "audible pauses," such as "um," "err," "you know"

#### **Managing the Audience**

- Thinking on your feet, handling questions and working under pressure

## **Personal Effectiveness**

- Managing and controlling nerves; establishing a physiology of excellence and confidence
- Tips for how to calm your nerves and use nervousness to your advantage

## **Master Your Technique**

- How to master the three Ps of presenting: preparation, practice and performance

## **Avoiding Death by PowerPoint**

- The do's and don'ts of using power point effectively
- Top tips on what to include, what not to include within your presentation (please note that this course does not include instruction on Microsoft PowerPoint)

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