

Course Title:	Presentation Skills
Course Ref:	G220418
Course Duration	1 Day programme (Classroom style)
Course Dates:	Tuesday 15 th May
Location:	Galway city (venue tbc)
Course Overview and Objectives:	<p>A one day programme designed to provide attendees with the skills and confidence to create and delivery highly effective presentations.</p> <p>This course is highly interactive, engaging and challenging and is delivered with an emphasis on learning in a relaxed and enjoyable manner. The intervention includes a variety of learning methods including role plays, discussion, group exercises, etc. The training is both facilitative, drawing on the experience of the attendees and instructional, providing knowledge as required. Individuals will also receive individual coaching on the day.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • To provide attendees with the skills to create effective presentations. • To provide attendees with the confidence to deliver presentations effectively • To recognise elements in a presentation that help get your message across • To recognise pitfalls that can hinder the effectiveness of your presentation. • To introduce the T.R.U.E. Presentation Template and Scorecard.
Course Content (summary)	<p>The course content will cover the following areas:</p> <ol style="list-style-type: none"> 1. The 4 essential criteria of great presentations: <ul style="list-style-type: none"> <input type="checkbox"/> What great presentations must be able to do 2. Pre-Presentation: <ul style="list-style-type: none"> <input type="checkbox"/> The 2 questions you must answer before you start creating your presentation <input type="checkbox"/> The importance of brainstorming <input type="checkbox"/> Deciding on your message <input type="checkbox"/> Bringing clarity to your message 3. Presentation Openings: <ul style="list-style-type: none"> <input type="checkbox"/> Presentation opening objectives <input type="checkbox"/> 10 attention grabbing openings <input type="checkbox"/> 3 common openings to avoid.

4. The body of your presentation:
 - How to choose the key points to support your message
 - How to connect with your audience
 - The 15 techniques that will keep your audience engaged during your presentation
5. Presentation Structure:
 - The importance of effective presentation structure
 - 7 effective presentation structures
 - Choosing the right presentation structure
6. Presentation Closings:
 - 3 ways to close a presentation effectively
 - The importance of closing well
 - How not to close a presentation
7. Presentation Delivery:
 - The importance of good eye contact
 - Getting comfortable making eye contact
 - Getting comfortable with gestures
 - Body language confidence
 - Identifying your speaking pace
 - Creating the right speaking tone
 - Inflection and vocal variety
 - The importance of pausing
 - Getting comfortable pausing
 - Identifying your speaking style
8. Using Visual Aids:
 - The do's and don'ts of using power point slides
 - How to use flip charts effectively
 - When and why to use handouts
 - Using props effectively
9. Handling nerves:
 - Understanding nerves
 - Recognising it's ok to be nervous
 - Recognising and reducing self-imposed nerves
 - Techniques for controlling nerves
 - Creating the right speaking tone
 - 10 tips for handling nerves
 - Projecting confidence as a presenter
10. Handling Questions:
 - The different stages of Q&A
 - Setting the scene for the Q&A
 - Controlling the Q&A
 - Answering the questions



Participant requirements to be eligible for this course (if any)	There are no minimum requirements to be eligible for this course.
Certification Details (if applicable)	Cert of participation upon completion
Programme Cost per person	€110 p.p. – GES Members (€150 p.p. – non-members)
Booking Details:	Please email info@galwayexecutiveskillnet.com confirming no. of places, course reference no. and your P.O. if applicable