

learning  
equals  
development

# EQV Course Outline



■ Presentation Skills

■ 1 Day

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# Presentation Skills (1 Day)

## Business Benefit

There are numerous occasions when a professional, well prepared and delivered presentation can boost an organisations image and have a positive impact on the bottom line. This course enables delegates to plan, prepare and deliver motivating and persuasive presentations to a wide range of audiences.

## Who Should Attend?

Anyone who may be required to present information.

## Learning Objectives

*By the end of this course  
you will be able to...*

- Demonstrate a process for planning and preparing a professional presentation
- Examine the essential techniques for delivering the presentation
- Understand the importance of visual aids and how to use them
- Demonstrate the basic skills of 'public speaking'
- Understand the importance of Body Language
- Explore the basic skills of 'managing an audience'

## Course Content

- Planning, preparing and structuring a presentation
- Delivery Skills – essential 'do's and don'ts'
- Using visual aids
- Basic 'public speaking' skills
- Body Language – avoid sending the wrong message
- Working with the audience
- Skills practise and action plans

## You may also be interested in

Communication, Assertiveness and Confidence Building, Facilitation Skills

## Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

2011  
Jul 07  
Aug 08  
Sep 02  
Oct 10  
Nov 03  
Dec 02

2012  
Jan 05  
Feb 03  
Mar 05  
Apr 04  
May 03  
Jun 08  
Aug 07  
Sep 27  
Oct 23  
Nov 23

Price:  
**£395**  
per person

## The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

## The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

## Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

## What Delegates Say about this course

*"I can see the difference in my skills by the end of the day, great course"*

*"A+ course"*

*"Tutor was excellent, with a great knowledge base on the subject"*

