

## One day Presentation Skills Workshop

This one day **Presentation Skills workshop** is specifically designed for individuals who currently have little or no experience of public speaking but expect to take the plunge soon.

They will be called upon to put into practice at the workshop itself what is being taught and to evaluate their progress at the session itself.

Every participant would be required to prepare a 5 minute Power Point Presentation containing a maximum of 15 slides (without any audio or video embedded) which must be saved by each participant on the laptop which will be used by the Facilitator for the workshop. The choice of topic is left to each individual

The workshop will commence with a **Self Introduction** by each participant. This will not only be an Ice Breaker but give the Facilitator an overview of the spoken skills and confidence level of the group.

Thereafter, participants would have to make their presentations when called upon by the facilitator. Each presentation will be judged by all participants on a format given by the Facilitator.

The Facilitator will then take the audience through all the nuances of creating and then delivering a presentation.

Each participant can then self evaluate after this session, what he/she did right or wrong.

The next session will be on **Group Discussion**. The Facilitator will first take the participants through the form, structure and evaluation process of a GD and then have GD session to cover all the participants. Here again, every participant will be evaluated by the other members in the group.

The last session will be on **Public Speaking**. The facilitator will first cover the theory part and then participants will be called upon to speak at short notice just as it is done in Just a Minute.

# One day **Presentation Skills Workshop**

This one day **Presentation Skills workshop** is ideal for individuals who currently have little or no experience of public speaking but expect to take the plunge soon.

You'll leave the workshop with your own personal development plan and a toolkit of techniques to turn that plan into action. You will also leave the workshop with a buzz and a great sense of achievement.

## What does the course actually cover?

### **Introduction**

- Building group rapport
- Warm up exercises

### **Introduction to presenting**

- Good & bad habits
- Dealing with common fears

### **Preparing to speak**

- Dealing with nerves
- Building self confidence
- Creating a confident impression

### **Presentation Delivery Skills**

- Improving your voice
- Speaking with confidence
- Using confident body language

### **Planning the Presentation or Speech**

- The key elements to good structure
- Defining your purpose
- Making a strong opening
- Selecting key points
- Knowing your Audience
- Closing effectively

### **Presentation Practice**

- First delivery of presentation one (roughly 5 minutes)
- Feedback on strengths and areas for improvement

### **General feedback session**

- Individual evaluations by course tutor
- Personal action plans
- End of course evaluations

- **You would have taken the first steps to becoming a good presenter**
- **Be able to control nerves and deal with common fears**
- **Be able to speak more confidently in front of an audience**
- **Know how to develop ideas**
- **Know how to plan and structure a presentation and**
- **Hopefully enjoyed the experience!**