



PRESENTATION AS CONVERSATION

Anybody can be a good presenter - it's just a matter of learning the necessary skills and gaining confidence with practise and thorough preparation. This workshop is a mixture of discussion and practise. The skills of successful presentation are mostly similar whatever the size of the audience - but techniques can change depending upon the purpose of the presentation - a report to a large conference will be different to a presentation to your own team or a client meeting. However, the fundamentals are the same; thorough and detailed preparation; 'run-through' before the event to get good audience feedback; understanding your audience.

BEFORE THE WORKSHOP

Individuals prepare 2 short presentations, on topics of their choice.

WORKSHOP TOPICS

- Preparation - materials, content, check-lists
- Structuring a presentation
- Key personal skills, body language, timing, voice control
- Tools of the trade, Power Point, projectors, computers
- 'To video or not to video...', image use, 'turn-offs' to avoid
- Venue preparation
- The message
- Audience management, maintaining attention, using questions
- How the professionals do it - some filmed examples
- Question time and wrap up.

HOW WE WORK

We research what presentation formats are most important to participants and focus the workshop in those areas. The core of this workshop is delegates' own filmed presentations, prepared during the day as well as beforehand, critiqued and analysed - and then improved. Participants take away a useful manual.

