

Presentation Skills

In a perfect world, presentations would be judged on content. In reality, most presentations are judged on how well they are presented. People are more likely to support, remember and implement information delivered with the most impact. Presentations are only as good as the presenter. The good news is that regardless of your talent level, the effectiveness of your presentations can be dramatically improved.

Topics covered on the PowerPoint presentation skills course:

- Creating a great first impression
- Powerful presentation beginnings and endings
- How to put across your key messages
- Holding the audience's attention
- Producing slides to maximise impact
- Projecting and maintaining credibility in your presentation
- Maximising your body language
- Recognising the do's and don'ts of effective PowerPoint presentations
- Using colour
- Using PowerPoint animations
- Voice projection and techniques
- Writing impromptu PowerPoint presentations
- Using presentation equipment expertly
- How to recognise and avoid common PowerPoint presentations pitfalls
- Creating and presenting powerful slides
- Using builds to create impact
- Voice projection and control for effective presentations
- Using PowerPoint templates
- Body language and communication
- Using presentation equipment
- Audio and video in presentations
- Group presentations
- Reviewing PowerPoint Presentations
- Reviewing participants' work in a constructive light
- Improving where appropriate