

PRESENTATION SKILLS

Why a training on presentation skills?

Because giving a presentation can be a frightening experience whether it be in front of a few people or a full hall.

Are they paying attention or just looking at you? Is the message motivating or monotonous? If you have asked yourself any of these questions, this course is for you.

Target audience

Executives, managers, sales people, trainers, who want to acquire or improve presentation skills.

About the Presentation Skills Program

This Presentation Skills training will take you step-by-step through the process of developing powerful presentation skills from verbal and non verbal instruments, to choosing a topic and organizing materials, through delivering and answering questions.

Topics covered:

- Using verbal language to convey the correct message
- Introducing relevant metaphores for a better understanding
- Listening actively as a powerful tool to gather information
- Handling difficult questions
- Applying the NLP model of precision
- Using persuasive formulas in presentation
- Introducing humor in relating with the audience
- Using non verbal language in presentation (gestures & postures)
- Detecting agreement / disagreement from non verbal clues in the audience
- Establishing the objectives of the presentation
- Gathering and processing information on the audience
- Audience control instruments
- Prepairing the presentation – recommended formats
- Closing a presentation in an agreeable manner
- Tips & Tricks for a successful presentation
- Mastering stage fright

Key Skills the Program Features:

- Defining the purpose of your presentation
- The steps to take in preparing your presentation
- Practicing your presentation
- How to use the most effective presentation tools
- How to quickly build rapport with your audience

How to better respond to questions
How to improve your delivery and presentation skills
How and when to use humor in your presentation
Tips on summarizing your presentation, without telling people that it's time to go
Tips used by professionals, guaranteeing a successful presentation
How to Tell a Story

Benefits

Learn to control and use your stage fright to improve your presentations
Understand what the audience is expecting
Discover how to exceed audience expectations
Identify the right tools to jump-start your presentations
Learn to be engaging without losing control of your audience
Select the best presentation style for your speaking opportunity
Learn the secrets of success used by professional presenters

Methods used are highly interactive, based on ways in which adults learn: role play, fish bowl, gallery tour, on site "shows"

Duration

1 day - 8hrs of training including coffee & lunch breaks

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Please [contact us](#) and ask our consultants to give you detailed information on our training capabilities: +4021 310 13 39; contact@aplusperformance.ro