

Effective Presentation Techniques

Suitable for anyone who is required to make formal or informal presentations to either small or large audiences. Content can be designed to suit the novice or more experienced presenter

Objectives:

This highly practical programme will help build confidence levels as well as providing a structure for putting together and delivering presentations aimed at gaining maximum audience attention

Content:

- Practical presentation no.1
- The importance of preparation
- Audience assessment
- Structure of the presentation
- Powerful first impressions
- Benefits and use of visual aids
- Impact of body language
- Dealing with questions and interruptions
- Use of the voice
- Confidence building techniques and control of nerves
- Practical presentation no.2

Programmes can be tailor-made to your specific requirements.

Course Category

Sales

- o Selling for the non-sales person
- o Pro-active Telephone Selling
- o Gaining Quality Telephone Appointments
- o Maximising Incoming Orders
- o The Principles of Selling
- o Managing and Growing Key Accounts
- o Sales Management
- o Effective Sales Negotiation

Supervision and Management

- o The Effective Supervisor
- o The Motivational Manager
- o Team Leader Development

Communication

- o A Guide to Assertiveness
- o Productive Communication
- o Chairing and Facilitation Techniques
- o Effective Presentation Techniques
- o Negotiation Skills

Self and Team Development

- o Coaching for Success
- o Training the Trainer
- o Instructional Techniques
- o Managing Stress
- o The Power of the Team
- o Effective Goal Setting
- o Professional Customer Care

Skills

- o Internal Customer Care
- o Problem Solving and Decision Making
- o Time Management
- o The Effective Appraisal

Bite Size Training Tasters