

PRESENTATION SKILLS

Training course offered by VETTA Communication (Pty) Ltd



OBJECTIVES

Improve staff productivity and profile by training them to deliver effective presentations with confidence and ease of delivery. This training workshop looks at presentation from a process viewpoint. It provides the participants with the knowledge and life skills necessary to deliver an effective presentation and to cope with various audiences, presentation content, structure, image and stress.

COURSE CONTENT

Introduction to the Skill

- The presenter
- Preparation
- Presenting
- Visual Aids
- Barriers to effective presenting

The Presenter

- First impressions
- Non verbal communication
- Voice projection
- Facial expressions and eye contact
- Gestures and bad habits
- Coping with nerves

Preparation

- Structure
- Information and data
- Environment and room layout
- Reading and understanding the audience

Presenting

- Kicking off
- What to avoid
- Dealing with noise and disruptions
- Keeping to the allocated time frame

Handling Transitions, Questions and Difficult Participants

Presenter Notes and when to give Handouts

Post Mortem – What can you learn?

Workshop suitable for executive assistants, sales teams, supervisors, and management team

COURSE DETAILS

Duration: 2 days

Date: 2011

Time: 08h30 - 16h30

Cost: R3157.00p/person excl. 14% VAT

Included: Lunch, refreshments, facilitation, training manual, E-certificate, personalised feedback and unlimited post training support.

Venue:

This workshop can also be presented at your premises

Book on line www.vetta.co.za or contact 086 111 VETTA (83882) Email: info@vetta.co.za



VETTA Communication (Pty) Ltd.
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"Passion colours everything it touches"

