

Presentation Skills



Key Aim

- Delegates will learn how to present with confidence

Be a confident communicator

This course is for anyone who has to present on a regular basis and wants to improve their skills. The course includes:

- Taking the brief;
- Researching the audience and topic;
- Preparing a structure and writing the first draft;
- How to edit;
- Use of humour;
- Effective rehearsal;
- How to use your body;
- Controlling your nerves and your voice;
- Holding your audience;
- Working with visual aids;
- How to cope with last minute changes/technical problems;
- Measuring success.

Target Audience

Anyone who has to deliver internal/external presentations.

Duration of Course

Two days

Maximum Number of Delegates per Course

Four

Cost per Delegate

£600.00

www.orchid.je | 01534 888992 | info@orchid.je



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