



Contact: Mike Dawson
Telephone: 01895 239315
Mobile: 07960 335620
Email: MDawson@PLCTraining.co.uk

Presentation Skills 2 - Advanced

This course builds on skills learned on Presentation Skills – Elementary. It focuses on moving towards message-based presentations and the communication skills involved. The structure, style, content and delivery of presentations are reviewed in detail. As you would expect, the course is highly participative and delegates should be prepared to design and deliver several mini presentations for analysis and feedback from the tutor and the other delegates. Delegates will be expected to bring examples of recent or intended presentations as examples. It is not expected that basic stance, voice projection and content will be covered in this course. Bear in mind the time limitations of feedback for any individual's work. If you have been asked to deliver a presentation in the near future and require individual critical and constructive feedback, please contact us for a consultation quotation.

Who should attend? The course is suitable for managers and staff who regularly (twice a month) have to deliver presentations which seek to persuade colleagues to action. The course assumes that delegates already have some experience of delivery. The Elementary course focuses on the mechanical delivery of information and is suitable for individuals with limited experience presenting and/or are about to present for the first time.

Programme Information: 2 day duration; up to 8 delegates

Costs: £1150 plus tailoring plus out-of-pocket expenses

Competency Development Areas:

- Influencing and Persuading
- Planning & Organisation
- Delivering Results
- Ideas & Innovation

Programme Content:

- Objectives and Success Factors
- Preparation; Structure
- Content; Visual aids; Visual design
- Message-based presentations
- Delivery style
- Language
- Handling questions and objections
- Action Planning