



PRESENTATION SKILLS

Presenting is about getting a message across to an audience. How well the message is transmitted is heavily dependent upon the **effectiveness of the presenter**. Problems with the communication process can arise due to the:

Sender - The presenter
Content - The actual presentation
Receiver - The audience

When you have completed this module you will be able to define the key concepts associated with Presentation Skills and you will be able to:

- Identify the main obstacles to effective presenting.
- Understand the nature of the process behind being able to effectively present information to an audience.
- Understand a range of presentation tools and techniques.
- Use these techniques to build a process that will ensure professional presentations designed and delivered on a consistent basis.
- Explain the benefits of having a professional approach to presentations in the organization irrespective of the target audience.



THE ART OF
COMMUNICATION

This is a two day interactive workshop. On the second day of the course the delegates do a 15 minute presentation that is videotaped and will be part of their final evaluation.