Presenting for Results: Course Synopsis

Delivering an effective presentation and the ability to address groups with confidence are core skills required of all professionals today. In particular, these skills are crucial for those seeking to exercise thought leadership, and to promote core initiatives to key audiences.

This course encompasses key aspects that will assist you in delivering a top-quality presentation. This includes knowing your audience, setting the environment, developing the content, utilising various tools and strengthening your verbal and nonverbal language. You will be guided in the processes of planning, structuring, creating, controlling, fine-tuning and delivering – which will help you develop and master the skill of presentation.

Upon successful completion of this course, participants will be able to:

- Identify and demonstrate the qualities of an effective presenter;
- Analyse and relate to your target audience;
- Tailor your presentations to the requirements of the intended target audience;
- Understand the impact which environment has on the success of your presentations;
- Better control the presentation environment;
- Scope your topic accurately and efficiently;
- Structure your presentation logically and succinctly; and
- Incorporate presentation tools, which enhance your message.

The target audience for this course is broad-based: it has been designed to meet the needs of all staff, and particularly high-potential employees who may be looking to maximise their contribution in leadership and communication.

Course duration: 1 day

(may be scaled up to 2 days, through the inclusion of additional context-specific skills development activities)

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