



Course Title Presentation Skills

Who should attend? All Staff who present to others

Overview Know what is required to structure a presentation, what to include, how to deliver it and confidence building.

Duration 1 Day

Course Content

- 1) Practical 1
- 2) Why?
- 3) Methods
- 4) Audience/Venue
- 5) Planning / Preparation
- 6) Delivery
- 7) Handouts/Notes
- 8) Feedback
- 9) Practical 2
- 10) Close & Follow Up