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## **Presentation skills:**

### **Effective presentation skills**

The ability to communicate to groups is a powerful business skill to have. A compelling presentation can stimulate, motivate and open doors for you – all of which have obvious benefits. Video feedback enables this programme to provide very useful development for experienced presenters as well as novices.

#### **Add power to your professional image**

- Confident presenting creates influence
- Find your unique speaking style and learn how to really use it

#### **Strengthen your delivery skills**

- How to look confident and professional, even when you don't feel it!
- The six keys to effective delivery of a presentation
- Handling nervousness
- Projecting your voice
- Video feedback and work on strengthening your personal speaking style

#### **Maximise the effectiveness of your preparation**

- Learn to analyse your audience - the single most important factor
- Focusing on your purpose
- Keeping the audience engaged
- Managing technical detail and data
- How to handle humour
- Video feedback

#### **Access the power of the visual message**

- Keys to the professional use of visuals
- Simple rules for creating good visuals

#### **Handling questions from an audience**

- Five steps that will stimulate questions from your audience
- How to think on your feet
- Reducing negativity and resistance in a group