

Presentation skills

This programme provides a comprehensive overview of presentation skills and develops skills required for preparation and presentation. This course benefits both beginners who will acquire knowledge and skills needed for presenting, and also experienced presenters who will learn new techniques. You will be given an opportunity to prepare and have a presentation under the guidance of experienced lecturers in order to get feedback on your presentation skills.

Goals of the course

- ~ Increase the impact of your presentations
- ~ Develop communication skills required for professional conduct in front of a group
- ~ Learn how to prepare a presentation and how to facilitate and lead the follow-up discussion
- ~ Enhance confidence of participants in this challenging situation

Participants in the programme

- ~ Sales representatives
- ~ Process managers
- ~ Executives from all industries – all those who have to present in front of a group – internally/externally
- ~ Internal trainers

Duration of the course

- ~ 2 days

Why to take part in this programme?

- ~ To be more confident
- ~ A visible change in behaviour and the ability to influence the audience with the presentation becomes obvious immediately after the completion of the course
- ~ Your presentations will be professionally prepared and presented
- ~ You will be able to lead challenging discussions
- ~ Your presentation will help you increase your influence, on an individual and group basis

Organisation and structure of the course

Structure of the programme

- Basic presentation techniques
- Goals and structure of a presentation
- Verbal communication during a presentation
- Working with audio visual tools

- Nonverbal communication during presentation
- Individual implementation plan

Organisation of the course

Name	Date	Place
Presentation skills	March 28 – 29 2017	Academy Velké Bílovice
Presentation skills	October 24 – 25 2017	Academy Velké Bílovice