

## **Advanced Public Speaking and Presentation Skills**

### **DAY 1**

#### **Presentation Essentials**

- How to be a Successful Presenter
- Delegate Needs Analysis and Introduction
- Clarity, Structure, Revision
- The Essentials of Effective Presentation
- Introduction to Body Language and Feedback
- Self-evaluation Techniques

### **DAY 2**

#### **Presentation Preparation**

- Best Practice
- Why be a Presenter?
- Who are your Audience?
- Anticipating Questions
- Keeping Your Audience Focused
- How to Research
- Structuring Your Thoughts

### **DAY 3**

#### **Slide Preparation**

- Why Use Slides?
- Handouts vs. Slides
- How to make the Perfect Slide Show
- Advanced Slide Creation
- Revising Your Presentation
- How to Use Data and Visuals
- Virtual Presentation
- How to be Persuasive
- How to be Convincing

- Fear and How to Overcome It
- Mental Preparation
- Relaxation Techniques
- Visualisation Techniques

## **DAY 4**

### **Presentation Practice and Delivery**

- Dressing for Success
- Boosting Your Credibility
- Handling Questions
- Key Point Overview
- Building Transitions
- Delivering with Passion
- Beginning with Impact
- Capturing Attention
- Holding Attention
- Building Rapport
- Projection, Pitch, Rate and Gesture
- Drawing to a Conclusion

## **DAY 5**

### **Public Speaking**

- Difference between Public Speaking and Presentations
- The Paradox of Public Speaking
- Public Speaking Audience Needs Analysis
- Finding Credible Sources for Public Speaking
- Citations and their Importance
- The Causes of Public Speaking Apprehension
- How to Appear Confident
- How to Handle Hostile Questions and Win Over Your Audience
- Dealing with Interruptions