



**Tell 'em what you're gonna
tell 'em; Tell 'em; Tell 'em
what you told 'em'**

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► PRESENTATION SKILLS

Some people are more afraid of giving a presentation to a group of people than they are of going to the dentist. The majority of us would put them on a par! Either way few people like making presentations.

WHO IS IT FOR?

- It's a course for people who hate giving presentations.
- It is a sympathetic course designed to help people overcome their fear.
- It is an ideal course for people with little or no experience in making presentations.
- It is perfect for people who have to make presentations as part of their job.



WHAT WILL IT COVER?

The course will take participants through the basics of making an effective presentation. It will cover subjects such as:

- * Controlling nerves
- * Eliminating mannerisms
- * Structuring your presentation
- * Preparing & using visual supports
- * Writing your script
- * Using notes
- * Handling questions

COURSE DURATION:

2 DAYS

NUMBER OF PARTICIPANTS:

8 - 10

