Effective Presentations

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

The ability to deliver presentations is vital to achieving advancement for yourself and for your ideas. Few skills in life will contribute to your success as much as presentation skills. Without a dynamic and coherent presentation, even stellar ideas can fail to convince your audience. In this course, you will learn to organize your ideas to create coherent and convincing oral presentations, while also utilizing available visual aids and using public-speaking techniques to strengthen your delivery. Private classes on this topic are available. We can address your organization’s issues, time constraints, and save you money, too. Contact us to find out how.

About This Course

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Who Should Attend

This course is designed for individuals who may need to present information effectively in a professional environment.

Prerequisites & Entry Requirements

General Prerequisites:

To ensure your success, you will need to have experience writing in a professional context and creating presentations using Microsoft Office PowerPoint.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Define what makes a presentation effective. Plan presentations. Design a presentation framework. Develop the presentation body. Create supporting materials. Prepare for your presentation. Deliver presentations. Conduct a question-and-answer session. Deliver group presentations and virtual presentations.

Detailed Course Outline

1. Defining Presentation Effectiveness

- Identify Qualities of Effective Presentations
- Evaluate Yourself as a Presenter

2. Planning Presentations

- Analyze the Audience
- Establish Your Presentation\'s Objectives

3. Designing the Presentation

- Create the Presentation Structure
- Organize the Presentation Body
- Write the Conclusion First
- Write the Introduction

4. Developing the Presentation Body

- Select Evidence
- Write the Presentation Body
- Create Visuals

5. Creating Supporting Materials

- Create a Slide Deck
- Create Speaker Aids
- Create Audience Handouts

6. Preparing for Your Presentation

- Rehearse the Presentation
- Plan Event Logistics

7. Delivering Presentations

- Connect with Your Audience
- Present Powerfully
- Utilize a Slide Deck Effectively

8. Conducting a Question-and-Answer Session

- Answer Questions
- Handle Challenging Questions

9. Presenting in Common Business Scenarios

- Plan and Deliver a Virtual Presentation
- Plan and Deliver Group Presentations

10. Key Course Information

- This course focuses on the skills necessary to prepare and deliver an effective presentation; that being said, the learner will not be creating, delivering, or designing a specific presentation from start to finish in this course (this course only provides the foundational knowledge for doing this work back at the office). This course consists of instructor lecture along with course activities corresponding with the main course objectives. In terms of the course activities, 50% will be discussion based - 25% will be in a group-work format - and 25% will be hands-on/involve a digital tool, such as a PowerPoint or Word file. The intent is for students leaving this course to take the skills learned and apply them to their efforts of creating more effective presentations upon returning to the workplace.

Frequently Asked Questions

Q: What delivery options are available for Effective Presentations?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Effective Presentations course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Effective Presentations training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Effective Presentations?

Yes, we provide corporate training, dedicated training, and closed classes for Effective Presentations. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Effective Presentations?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Effective Presentations training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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