# Presentation Skills

**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

This program can benefit anyone who presents; a trainer, a meeting facilitator, speaker, or seminar discussion leader. No matter which role you are assuming, this workshop will help you become more efficient and proficient with the skills of providing information to others.

## About This Course

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# Detailed Course Outline

## 1 - Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

## 2 - Creating the Program

- Performing a Needs Analysis
- Writing the Basic Outline
- Researching, Writing, and Editing

## 3 - Choosing Your Delivery Methods

- Basic Methods
- Advanced Methods
- Basic Criteria to Consider

## 4 - Verbal Communication Skills

- Listening and Hearing: They Aren’t the Same Thing
- Asking Questions
- Communicating with Power

## 5 - Non-Verbal Communication Skills

- Body Language
- It’s Not What You Say, It’s How You Say It

## 6 - Overcoming Nervousness

- Preparing Mentally
- Physical Relaxation Techniques

## 7 - Creating Fantastic Flip Charts

- Required Tools
- The Advantages of Pre-Writing
- Using Colors Appropriately
- Creating a Plan B

## 8 - Creating Compelling PowerPoint Presentations

- Required Tools
- Tips and Tricks
- Creating a Plan B

## 9 - Wow ‘Em with the Whiteboard

- Traditional and Electronic Whiteboards
- Required Tools
- Using Colors Appropriately
- Creating a Plan B

## 10 - Vibrant Videos and Amazing Audio

- Required Tools
- Tips and Tricks
- Creating a Plan B

## 11 - Pumping it Up a Notch

- Make Them Laugh a Little
- Encouraging Discussion
- Dealing with Questions

## 12 - Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

# Frequently Asked Questions

### Q: What delivery options are available for Presentation Skills?

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

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### Q: How many CPD hours does this course provide?

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

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### Q: What is the duration of the Presentation Skills training?

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

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### Q: Do you provide corporate training for Presentation Skills?

Yes, we provide corporate training, dedicated training, and closed classes for Presentation Skills. 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.

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### Q: Why choose Nexus Human for Presentation Skills?

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

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### Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Presentation Skills 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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