

EDI National Award Skills for Presentation

Aim of the Workshop

This workshop is specifically designed to enhance presentation skills, which can be used in a variety of relevant workplace situations. It also provides information on the techniques needed to deliver a professional presentation. Those attending will develop the skills to present information to others clearly, accurately & confidently and design and deliver a great presentation. The event will develop skills which increase learner's self-confidence and will give learners the opportunity to gain feedback on their presentation skills

Workshop objectives

At the end of this workshop those attending will be able to:

- Design and structure an effective presentation
- Explain and demonstrate the effective use of communication skills
- Use a range of visual aids and supporting technology
- Deliver a clear presentation

Workshop Content

- Techniques used to design and deliver presentations
- How to Communication skills, verbal, non-verbal effectively
- Barriers to effective communication
- Use of notes, cue cards & other ways of organising ideas
- Supporting technology e.g. PowerPoint, OHP
- Visual aids e.g. flipchart, photographs, examples, models, handouts
- Evaluating own delivery

Workshop attendees

This workshop is intended for anybody wants to learn how to deliver an effective presentation using a range of visual aids to a diverse audience and to be able to put these into practice in a work-related context

Workshop duration

This Workshop is of 2-days duration

Workshop fee

£287 per person includes course manual

For more information contact us at info@the-complete-training-company.co.uk

The Complete Training Company
18 Marigold Walk, Widmer End Bucks HP15 6BZ
Tel: 01494 718970 Email info@the-complete-training-company.co.uk