

## **EDI National Award Skills for Presentation Level 2**

### **Aim of the Workshop**

This workshop develops the skills of those attending who already have some experience of presenting. Those attending will develop skills to give engaging presentations. They will also learn to make use of visual aids and supporting technology.

### **Workshop objectives**

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

- Prepare a clearly structured presentation
- Deliver a presentation effectively
- Explain the need to adapt presentations to different audiences

### **Workshop Content**

- Design and preparation for presentations including:
  - Determining the purpose of the presentation
  - Tailoring the presentation to the audience
  - Defining the objectives
  - Selecting and developing ideas
  - Choosing the appropriate structure
  - Considering and justifying the use of visual aids
  - The importance of good communication skills
  - Consideration of body language and posture
  - Using different voice techniques to hold attention
  - Dealing with questions
  - How to use audience psychology
  - How an effective presentation style can grasp and increase audience attention

### **Workshop attendees**

This workshop is intended for anybody who is experienced at giving presentations who want to add more depth to their presentations

### **Workshop duration**

This Workshop is of 1-days duration

### **Workshop fee**

£147 per person includes course manual

**For more information contact us at [info@the-complete-training-company.co.uk](mailto:info@the-complete-training-company.co.uk)**