

Presentation skills

Presenting well is simply a core leadership skill which can make and break a career. For better or worse, your presentation skills affect your reputation. Your challenge is to understand how to deliver effective and impactful presentations for stakeholders at every level.

Attend this workshop to get feedback, build your knowledge and to develop the skills essential for outcomes-oriented, effective and memorable presentations.

How do I know I should attend this workshop?

1. Are you keen to improve your presentation skills because you know how vital this skill is?
2. Will you need to present to tough stakeholders and would like more tools and tactics?
3. Have you received feedback that you need to improve this skill?
4. Are you keen to make better presentations but not sure how to?
5. Will you need to present to larger groups and know that this makes you less confident?

If you answer yes to most of these five questions then this workshop is for you.

What will I do?

You will cover:

- Revising presentation structure: making sure your structure helps your audience
- Opening and closing your presentations effectively and with impact
- Dealing with tough stuff: explaining the complex; handling hijackers; managing phones etc
- Working with language: making it powerful; using color and emotion
- Presenting to your peers and reviewing video feedback

What are the outcomes?

By the end of this workshop you will:

- Know how to structure a clear, logical and well-thought-out presentation
- Understand what clear messaging is – and isn't
- Recognize and deal with tricky situations credibly and with confidence
- Use words, voice and body language to maximum effect
- Understand your strengths and development areas are when presenting
- Have given and received clear and considered feedback

How do I prepare?

Please come with a 5 minute presentation. The format doesn't matter (PowerPoint, Prezzi, flip chart, cue cards etc) **and it can be part of something you have delivered before.** Just make sure it has a beginning, middle and an end.

Who is iOpener?

iOpener is a consultancy that excels in leadership development and executive coaching. We work with some of the world's leading educational organizations, institutions, NGOs and multi-nationals. To find out more visit www.iopener.com, mail jane.smith@iopener.com who will be running the day, or call her on +44 (0)1865 511522.