

Presentation skills - adaptive style

1 day workshop programme developed to enable those who regularly make presentations to adapt them to a variety of audiences

call: 01392 580560



Workshop style and approach

This is a highly interactive workshop which has been developed to enable those who regularly make presentations to adapt them to a variety of audiences. It refreshes the basics of giving good presentations and then looks at delivery styles in more detail.

The course is designed for anyone who needs to present their company product or ideas in a clear and concise way to a variety of different audiences

Learning outcomes

Following the workshop you will be able to:

- Script your presentations effectively to ensure that all the vital information is included in a logical format.
- Determine an appropriate delivery style for a particular audience.
- Understand how to control their body language and vocal projection to suit their audience.
- Choose appropriate supporting materials

Workshop Outline

1. Composing your presentation: Our framework gives a logical flow to the presentation allowing you to use a natural conversational style which is easy for the audience to listen to.
2. Meeting the audiences need: We consider the needs of different audiences you may be asked to present to, so that you can determine how your presentation should be delivered.
3. Body language: Audiences will determine much about a speaker by the way they approach the podium for a large presentation, or the way they organise themselves when presenting to a smaller group. Reading body language is also particularly important and useful in building rapport and getting your message across.
4. Supporting materials: 'Death by PowerPoint' has become something to avoid, however visual slides can still provide powerful images to support your message. We need to determine the appropriate level of input and match this to the needs of the audience.
5. Building confidence: Dale Carnegie wrote "only the prepared speaker deserves to be confident" so having ensured that we are adequately prepared to give a presentation we then only need to introduce delegates to a brief practice session where they will test their new-found skills in a relaxed and supportive environment. .