

# Presentation Skills

**Length:** One Day

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## Course Content

### COURSE CONTENTS:

#### 1. PRESENTATION SKILLS: MORE THAN JUST POWERPOINT

- Building Your Presentation
- Creating Your Presentation
- Visual Aids
- Do a Final Check
- Presenting Your Presentation
- Using Your Voice
- Your Physical Presence/Body Language
- Nervousness
- Test Your Knowledge

#### 2. HOW TO GIVE A “KNOCKOUT” PRESENTATION

- General Guidelines
- Slide Do’s and Don’ts
  - Handouts
  - PowerPoint Navigation
- Delivery Do’s and Don’ts
  - How to Handle Questions
- Final Thoughts

#### 3. ORAL PRESENTATIONS SKILLS

- Preparation and Planning
- Structure of an Oral Presentation
- Visuals
- Creating Interest and Establishing a Relationship with the Audience
- Body Language
- Voice and Pronunciation
- Bibliography

#### 4. PRESENTATION SKILLS

- Plan the structure of your presentation
- Plan the content

- Visual Aids
- Notes
- Presenting
- Final

#### 5. PRESENTATION SKILL SELF-EVALUATION

- Questions
- Evaluate your score

#### 6. PRESENTATION SKILLS IN A NUTSHELL

- Importance of Presentation Skills
- Keys to Presentation Excellence
- Breakout Sessions

#### 7. MORE PRESENTATION SKILLS

- Identify the Audience
- Select the appropriate Design Model
- Knowledge Transmission
- What to Avoid?
- PowerPoint / OHP problems
- Key points for Slides
- Slide Redesign
- Recognizing Conflict or Discomfort
- Common Errors in Conference presentations

#### 8. MOTIVATION

- Overview
  - Body
  - Voice
  - Visuals
  - Practice
  - Evaluation
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