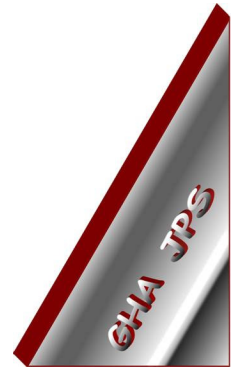


OUTLINE PROGRAMME

Presentation Skills

- 1 Being a Public Speaker**
 - a. How do I cope?
 - b. Why does it matter how I do it?
- 2 Where do I start?**
 - a. Knowing your audience
 - b. Knowing your subject
 - c. Preparation
 - d. Housekeeping
- 3 Your Audience**
 - a. Why are they there?
 - b. What will annoy them
 - c. Warning signals from the audience
 - d. Examples of poor practice
- 4 Getting Started**
 - a. What am I talking about
 - b. How long will it take
 - c. Structuring your ideas
 - d. Writing it down
 - e. Timing
- 5 What are the pitfalls?**
 - a. Things to avoid
 - b. Habits to be aware of
- 6 Giving life to your Presentation**
 - a. Weapons to use
 - b. Enhancing the presentation
 - c. Keeping the audience interest
- 7 Visual and other Aids**
- 8 Dealing with Nerves**
 - a. Learning to breathe
 - b. Eating
 - c. Rehearsal
 - d. Checking and more checking!
- 9 Getting it Across**
 - a. Controlling your voice
 - b. Animating your voice
 - c. How you look
 - d. Liquid refreshment
 - e. Coping with mistakes
- 10 Dealing with Questions**
 - a. Anticipating what might be asked
 - b. Dealing with your audience
- 11 Final Preparations**



GHA (Cornwall) Ltd

**Employment Law &
H R Management Advice**

**IT and Business Skills
Training and Consultancy**

Grosvenor House
Fore Street
St Stephen-in-Brannel
St Austell
Cornwall
PL26 7NN

Tel: 01726 824574

Fax: 01726 823247

Mob: 07767 896226

Email:

Training@ghacornwall.co.uk
Employmentlaw@ghacornwall.co.uk

www.ghacornwall.co.uk

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