

How can I become a powerful and persuasive presenter?

Your pressures

*Overcoming nerves
Getting my message across
Creating impact and respect
Winning over the audience*

Business Presentation Skills

If you have ever dreaded talking to a group of customers, colleagues, managers or to an audience of any kind, then this course is for you!

Learn how to prepare and use notes, and put across your presentation clearly and confidently. Learn how to command attention and hold interest. Learn how to manage and motivate your listeners.

Short interactive input sessions will assist you with all the necessary techniques and skills, while personal coaching, role plays and video recording will ensure rapid visible progress.



You will learn . . .

- ◆ How to set your objectives for the presentation
- ◆ How to structure a presentation which persuades and motivates the audience
- ◆ What material to include to hold interest and attention
- ◆ How to open and close with maximum impact
- ◆ How to use confidence cards
- ◆ How to use presentation equipment and visual aids including PowerPoint
- ◆ Stage managing the presentation
- ◆ How to use your voice to its full potential through breathing and voice control
- ◆ Techniques for overcoming nerves and mannerisms
- ◆ Handling questions and group discussions
- ◆ Dressing and personal presentation to project the right image

Who will benefit?

Everyone whose work involves addressing meetings, making group presentations or giving speeches, both formal and informal.

Learning high points

- The sheer practicality of the course
- Seeing and hearing yourself on video
- Enormously confidence building
- Helps the career along!

All TACK courses are highly interactive and are run under licence from TACK Training Worldwide Ltd

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