

Presentation Skills

Duration

2 days

Public

Every person requested to make a presentation in public.

Objectives

- Train participants in speaking in front of small or large audiences
- Make them feel more comfortable in front of groups of people
- Help them to structure their intervention
- Teach them the art of verbal expression and how to express themselves clearly
- Assist them in developing skills to enhance motivation and conviction
- Provide them with animation skills for all kinds of situations
- Teach them how to captivate their audience
- Teach them to handle difficult situations
- Help them improve their skills in using audio-visual means

Program

- Introduction
- Preparation of the venue and of the didactic material
- Individual evaluation of each participant – detailed analysis of their strengths and weaknesses
- Basic communication skills on how to pass on a message efficiently
 - Adult education rules
 - The contents and format of a message
 - How to captivate and convince an audience
 - Skills to improve attention from the audience
 - Video-taped exercises
- How to structure an intervention
- How to better liaise with the audience and talk their language of interest
- Empathy, or the art of adapting language and approach to the development level and motivation of the group
- Oral expression in practice

- Breathing, silence, pauses
- Voice
- Rhythm
- Intonation
- Articulation
- Physical behaviour and non-verbal language
- Personal enthusiasm and commitment
- Video-taped exercises and critical analysis by means of self tests
- Non-verbal communication
- Skills to stimulate message impregnation
- Efficient guidance of the participants
 - Create the most adequate climate
 - Individual profiles of the group members : identify the different profiles and adapt an adequate attitude towards each of them
 - Learn technical skills to improve participation and involvement
 - Ask the right questions
 - Checking the level of comprehension of the audience
 - Pitfalls to avoid
 - Video-taped exercises
- Manage difficult situations
 - Individual evaluation of each participant – analysis of their reaction towards unforeseen and difficult situations
 - How to deal with stage fear
 - How to respond to objections
 - How to handle difficult questions
 - How to face participants who are nervous, inattentive, indifferent or negative
 - Video-taped exercises
- Efficient use of audio-visual means

Methodology

Alternation of inductive or deductive steps according to the concepts that are to be exposed. Participative and interactive method, leaving a privileged place for discussion and the opportunity to test concretely different behaviours to reach the objective.