

Presentational Techniques

Overview

Students will initially be exposed to both good and bad practice. The course and the instructor will promote good practice. Initially there will be a series of modules where the instructor is primarily delivering material that student will need to know and apply. This will be followed by students making a short 5 minute delivery to their fellow students. A workshop atmosphere will be applied throughout the course. Students will then be tasked to prepare an intermediate piece of work, 15 minutes long, that they will subsequently present to the group. This will be verbally assessed by the instructor and group discussion promoted. Personal feedback will be given privately to every student. Students will then be given time and opportunity to prepare a final piece of work, (20 minutes) to be delivered to the group. Peer group comments will be encouraged and then a general debrief will be delivered by the instructor to the group. A private debrief will be given on an individual basis.

Target Audience

Any organisation where there is a requirement for members of staff, as they develop their careers, to be able to confidently stand up in front of an audience and present material. This may be to deliver a formal presentation, or in a less formal environment to chair and lead discussion groups, or host visitors or potential customers to their organisations.

Objectives and Utility

The objective of the course will be that:

By the end of the training delegates will be able to present material in front of a group, using appropriate visual aids, in a professional and thorough manner and deal with audience questions and feedback.

The benefits to any organisation sending its staff on the course would be that their staff will become better ambassadors for their organisation. This in turn will enable them to present their organisational capabilities and products in a more positive light thus enhancing the organisations reputation.

For the individuals they will be able to contribute in a wider and far more professional manner on behalf of their organisation. This will be both externally to customers, and internally to staff. It will also promote and support any company's personal staff development and training requirements thus bolstering the skill sets its staff can offer.

The Training Process

The course will be delivered in a variety of ways adopting and incorporating techniques that students will be required to apply. A workshop style of training will be utilised. Delegate participation in the development, review and delivery of a presentation will be used as the core experiential learning activity. Mentoring and debrief methods will be used to provide delegate feedback.

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Course Programme

Day 01 - AM

630 Lesson Theory Planning and Preparation

The first of the Presentational Techniques modules which explains the qualities required to facilitate the effective delivery of information. The module introduces various types of presentational delivery methods and details the underlying learning theories.

631 The Introduction (I-N-T-R-O)

Capturing the audiences attention is fundamental to the delivery of a successful presentation, this module develops a rationale to follow that will quickly allow the presenter to gain the required attention and help them to go on and develop their own presentational technique.

632 The Development

This module explains how to deliver the required content to the audience and examines how the presenter can ensure that the objectives of the presentation have been met; i.e. to ensure that the information has been imparted successfully to the audience.

633 Visual Aids

This module examines Visual Aids and their use to support and enhance a presentation. General principles for their creation are explained before various techniques are suggested and demonstrated.

Day 01 - PM

634 The Consolidation

Key to the success of any presentation is the ability of the presenter to determine if the objectives have been met for every member of the audience. This module explains a simple methodology which can be quickly utilised to determine how effective the presentation has been.

Day 02 - AM

635 Question and Answer Techniques

Question and Answer Techniques are a fundamental means by which the presenter can check and confirm audience understanding.

This module develops a rationale by which the presenter can form the correct question types and use them in the right place and at the right time throughout the presentation to ensure successful delivery of the stated objectives.

Day 02 - PM

636 Delegate Presentation Delivery

The delegates will practically demonstrate the methodologies and techniques they have been taught to deliver a 20 minute presentation. They will be mentored and assessed by the instructor who will provide one to one feedback after the presentation has been delivered.