Presentation Skills Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-02-17

End Date: 2026-02-21

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: P,CS,SAMC

Course Code: P,CS,SAMC-30

Syllabus

Course Syllabus

Introduction:

It is widely recognised that speaking to groups and audiences is one of the most difficult tasks to accomplish with distinction; yet it is one of the most commonly used methods of communication in the business world. This course is for anyone who wishes to develop their presentation skills.

The number of delegates on this course is strictly limited to eight, to allow time for individual guidance and help from the course Trainer. Digital recordings play a key role in this programme and help in providing highly constructive feedback during practice sessions.

Course Objectives

- To identify the characteristics and skills of an excellent presenter
- To examine the key ingredients of a successful presentation

- To understand the importance of having clear 'Aims' and 'Objectives' for all your presentations
- To recognise the value of preparation and rehearsal to ensure the successful outcome of a presentation
- To learn how to encourage audience participation, deal with questions, and cope with a challenging audience
- To develop an action plan for continuous improvement in your future presentations

What You Will Gain

- The knowledge and skills required to create and deliver a presentation, which gets the message across in an interesting and impactful manner
- Learn how to conquer nerves, capture attention, and get the audience on your side
- Whether your purpose is to inform, persuade, or win more business, this course will take you, step-by-step, through the stages of making successful presentations

The Contents:

- The Essentials Of An Effective Presentation
- The Five 'P's Of A Presentation
- The Language Of Powerful Presentations
- Creating Your Presentation
- Structuring Your Presentation – Beginning, Middle, End
- Developing Clear Aims And Objectives For The Presentation
- Generating Ideas For The Presentation
- Delegate Presentations
- Trainer And Peer Feedback
- Recordings And Replays For ReviewA Logical Sequence For The Presentation
- The 'Beginning' Of The Presentation
- The 'Main Body' Of The Presentation
- The 'Ending' Of The Presentation
- The Use Of Questions, And Audience Participation, In Presentations
- Delegate Presentations
- Trainer Feedback
- Recordings And Replays For Review
- Points For Improvement
- Preparation For The Final Individual Presentation With Trainer FeedbackEffective Use Of Visual Aids
- Preparing Yourself For Your Presentation
- The Challenging Audience
- Delegate Presentations
- Trainer And Delegate Feedback
- Recordings And Replays For Review
- Development Of Your Presentation Style, Based On Feedback Received During The Course
- Action Plan For Transferring The Learning Back To The