



PRESENTATION SKILLS

Course Number
SC0424

Time Required
55 minutes

Assessment
Formal (multiple choice)

Approvals
CPD

Giving a successful presentation can be one of the hardest parts of many people's jobs.

Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

Ultimately preparation will be the key to success when it comes to giving a presentation, but how do you make sure you are prepared enough?

What about the structure? The content? How should you use visual aids?

Being a successful presenter also involves understanding your audience, their expectations and needs.

This course covers the common mistakes people make when preparing for and giving a presentation so you can avoid these, as well as going over good practice and providing some practical advice that you can put to good use the next time you have a big presentation to make.

Suitable for:
Care, Education
and Commercial



Modules:

- Presentation and its Structure
- Content
- Visual Aids
- The Presentation
- Listening
- Learning Names