

Presentation Skills

Briefing Document

1. Who the Brief is for

All individuals seeking information about the course. This brief outlines the training module "Presentation Skills" and enables the reader to decide whether or not to participate in it.

2. Background to the Product

This course has been developed to help individuals to speak formally or present material to all levels of management, peer groups, and subordinates.

3. Aim of the Product

The benefits of the course will be realised in the workplace, as well as in the social sphere. It offers the opportunity to practice new skills in the safety of the classroom, where a sympathetic approach is taken at all times. This is intended to reduce the stress that some people undergo when asked to present to others, enabling students to devote more time to learning the required skills.

4. Objectives

The Presentation Skills course will enable the participant to:

- Plan, prepare, and deliver a presentation*
- Find effective and efficient ways to make notes*
- Handle fear and nerves in a positive manner*
- Know how to deal with questions and objections*
- Decide which presentation media to use*
- Practice and apply presentation techniques*

5. Target Audience

Anyone who would benefit from this training. This includes both Managers and staff.

6. Prerequisites

Participants are asked to prepare a 10 minute presentation on a subject of their choice (preferably not work-related) which they should bring with them to the course for practical exercises on the first day.

7. Content and Outline Timetable

- *Introduction*
- *Planning and Preparation*
- *Structuring a Presentation*
- *Fear and Nerves*
- *Skill Practice*
- *Preparing Notes*
- *What can go wrong?*
- *Presentation Media*
- *Delivery*
- *Objection Handling*
- *Skill Practice*
- *Action Planning*
- *Close*

8. Method of Delivery and Training

The course is tutor led, with the opportunity for individuals to practice the skills being learned and developed by using real situations.

The maximum number of delegates per course is 12.

9. Related Training

None

10. Participants' roles and responsibilities

- *To have discussed the objectives of them attending with their line manager*
- *To attend and be punctual*
- *To participate as fully as they are able*

11. Line Managers' roles and responsibilities

- *Brief the individual participants and help them to decide on their objectives for attending the course*
- *To support the participant to allow for full attendance*
- *To discuss the participant's action plan on their return to work and enable this to happen*

12. Tutor's roles and responsibilities

- *To be fully prepared and able to act as a role model for the course*
- *To be sensitive to the needs of the group and each individual*
- *To be able to support individuals throughout the event in a sensitive manner*
- *To maximise the learning environment*
- *To be punctual and timely*

13. Charges

Charges will depend on:

- ♦ *The length of the course*
- ♦ *The amount of tailoring required*
- ♦ *Any specific requirements*
- ♦ *Venue*

14. Further information

*The PEAK Partnership
Donkey Field
Tichborne
Alresford
Hants SO24 0NA*

*Tel: 01962 733590
E-mail: mail@peakpartners.co.uk*