



# Lisa Jeskins Training

*Engaging training for information professionals*

## Course outline

### *Presentation skills*

#### Course aim

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To provide staff with a range of skills to improve their presentation skills.

#### Objectives

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At the end of the course participants will have:

- Practised a 3 minute presentation and received feedback
- Considered why context is important when presenting
- Examined why understanding your audience leads to a better presentation
- Discussed why preparation and structure are important
- Identified why they get nervous and developed coping strategies
- Learned how to deal with questions from the audience
- Examined 2 different presentation/visual aid tools
- Reflected on their presentation and created a personal action plan for future presentations

#### Content

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- Understanding how important context is
- Understanding your audience
- Preparing content and structure
  - What is the objective of the presentation?
- How to reduce presentation anxiety
- Dealing with questions and controlling the environment
- How to improve your presentation skills
  - Reflection, evaluation and peer review
- Presentation tools

#### Course type

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The session will include a mixture of presentation and group discussion work. Delegates will be expected to prepare a 3 minute presentation on a subject that they know well.

#### Optional extras

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After the training staff can:

- receive coaching to prepare for a specific presentation.
- record a specific presentation to be sent to trainer for feedback.

All courses are tailored to meet your specific requirements. [Please contact me for further details.](#)