Lisa Jeskins Training
Engaging training for information professionals

Course outline
Presentation skills

Course aim

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

Objectives

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

- 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

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

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.