

St Ninian's High School



Presentation Skills Course

Presentation Skills Course

The objectives for the programme are:

- To understand the component parts of an excellent presentation
- To practise skills associated with presenting effectively
- To understand and use appropriate preparation techniques when asked to do a presentation
- To communicate effectively, taking account of your audience's needs and expectations
- To experiment and ultimately use a style of presenting that reflects you
- To learn how to control nervousness and pressure
- To handle questions effectively
- To build confidence in yourself

Presentation Skills: Day One

Training	Timings
Introduction to presentation skills	09:30 – 10:00
Pre course homework and feedback	10:00 – 10:45
Coffee	10:45 – 11:00
Pre course homework and feedback	11:00 – 12:30
Lunch	12:30 – 13:30
Planning, Preparation & Brainstorming	13:30 – 15:00
Coffee	15:00 – 15:15
The Communication Process	15:15 – 16:00
The component parts of an excellent Presentation	16:00 – 16:45
Task for tomorrow and personal actions	16:45 – 17:15



Presentation Skills – Day Two

Training	Timings
Understanding the impact of personal appearance	09:00 – 09:30
Handling questions effectively	09:30 – 10:30
Coffee	10:30 – 10:45
Using humour	10:45 – 11:30
Planning and preparation time	11:30 – 12:30
Lunch	12:30 – 13:30
Presentations & feedback	13:30 – 15:30
Coffee	15:30 – 15:45
Presentations & feedback cont./	15:45 – 17:00
Personal actions and finish	17:00 – 17:15

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Course details:

- Thursday 1 June and Friday 2 June 2017
- Maximum of 20 people can attend
- If you are interested in this see Mr Fuchs

