

High Impact Presentation Skills

This one and half day workshop covers preparing, designing and delivering memorable and motivation presentations..

Key Learning Points and objectives:

- How to use a proven presentation structured tool-kit when designing and developing presentations around change and improvement
- Short cuts and best practice when designing and using PowerPoint presentation slide shows
- Select the right information and examples, and use them well
- Prepare and structure a presentation or session appropriate to the audience, and to best achieve your objectives
- Maintain audience or group interest
- Develop and practice presenting skills to improve voice tone, speech power and body language
- Use practical methods to control nerves and anxiety: develop higher levels of confidence and credibility
- How to command a room, hold attention and create impact

There are three main themes to this training event:

1. Preparation and development
2. Presentation and delivery
3. Application

Tailoring of content for different streams

During the main part of the course, content and examples would be personalised to job role for each of the four main streams.

In the 'Application' session, one of four different case studies would be used, depending on stream or job role of the participants.

These case studies would require participants to prepare a 15 minute presentation on a relevant aspect and present back to the group. These would be prepared prior to the training.

The feedback would be then directed on both the substance of the presentation and style.

Alternative, existing (standard) presentation material could be made available and participants required to personalise and present effectively.

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Time	Session	Notes
20 mins	Overview, introductions and individual objectives	<ul style="list-style-type: none"> Introduces participants to each other Sets the scene and reinforces the key messages Lists key priorities as learning objectives
Presentation skills 1: What does good look like?		
20 mins	Exercise: Characteristics of high/low impact presentations	<ul style="list-style-type: none"> Introduces foundations of good presentations, from the audiences or groups viewpoint.
Preparation 1: Eight steps to preparing a great presentation		
20 mins	Presentation: The magic circle	<ul style="list-style-type: none"> How to 'assume the role' when presenting
30 mins	Presentation steps 1 to 4, with mini exercises and discussions on each step – demonstration of good facilitation and interaction by trainer	<ul style="list-style-type: none"> Step 1: Develop your objectives Step 2: Analyse your audience Step 3: Structure the main body Step 4: State the main ideas
Break		
Preparation 2: Eight steps to preparing a great presentation		
30 mins	Presentation: step 5 Exercise: creating compelling stories and anecdotes	<ul style="list-style-type: none"> Step 5: Decide on supporting information (school exercise book)
15 mins	Presentation: steps 6-8 Examples of openers/closes	<ul style="list-style-type: none"> Step 6: Create an opener Step 7: Develop transitions Step 8: Prepare the close
Preparation 3: Opening your presentation		
45 mins	Presentation: Five keys to a strong opening Exercise: Participants work individual to prepare an opener for	<ol style="list-style-type: none"> Group connect Personal introduction Rules Objective and agenda

	the first three steps, focusing on personal introduction and then deliver to the group, with structured feedback	5. Opener (Subject breaker)
Lunch		
Application: Skill practice around individual job focus		
15 mins	Review of morning session	
45 mins + 90 mins	<p>Exercise: Participants work in pairs to prepare a complete 15 minutes delivery of one of four different case studies, each one tailored for four different streams.</p> <p>Each pair then deliver their session, which must include at least one facilitated exercise.</p>	<p>Preparation time: 45 minutes</p> <p>5 x 15 minute presentation practice session (ideally 15 minutes).</p> <p>15 minute group review after all presentations.</p>
Application: Learning summary		
30 mins	Exercise: Participants work individually to summarise their personal learning points and action plan to take away.	<p>Preparation time: 15 minutes</p> <p>2-3 individual presentations</p>