



# PRESENTATION SKILLS

**Course Code: BST01 | Duration: 1 Day**

## Course Description:

Presentation Skills are essential in today's fast-paced business environment. A well-delivered presentation not only communicates your message effectively but also engages your audience, builds credibility, and drives results. Poorly structured presentations can lead to misunderstandings, lost opportunities, and reduced impact. Whether you're presenting to clients, colleagues, or stakeholders, mastering presentation skills is crucial for success. This course will equip participants with the tools and techniques to deliver impactful, professional presentations that leave a lasting impression.



## Who Should Attend Presentation Skills Training?

- Public Speakers
- Team Leaders
- Trainers & Educators
- Marketing Managers

## Benefits From Attending The Training:

- Take the first steps toward becoming a confident presenter
- Learn techniques to control nerves and manage common fears
- Speak with more confidence and clarity in front of an audience
- Gain the ability to develop and organize your own ideas effectively
- Master how to plan and structure presentations for impact

## Course Contents:

- **Planning, Preparation, Practice:** Ensuring your presentation is organized and prepared
- **Barriers:** Identifying and overcoming obstacles that may hinder a successful presentation
- **Timing and Delivery:** Mastering the flow and pace to keep the audience engaged
- **Verbal Communication:** Using clear and persuasive language
- **Written Communication:** Creating well-structured and impactful presentation materials
- **Behavioural:** Presenting confidently and professionally
- **Anecdotes:** Enhancing your message with relatable examples for better audience engagement
- **Questions and Answers:** Responding effectively to audience queries while maintaining composure
- **Managing Nerves:** Techniques to stay calm and focused under pressure during presentations

**\*BESPOKE COURSES | All of our courses can be easily tailored to suit any company.  
Course duration and level can be changed, depending on content, company & individuals\***