



Presentation Skills. One day course.

Inspiring Lives, Discovering Futures

The Course

In brief...

Presentation skills can be an important part of a business role, being able to present clearly and engagingly in order to pass your message across the audience, especially in a business could be vital to engage effectively with customers either internally or externally. This course will help you to create and deliver clear and effective presentations.

Who is it for?

Any staff who wish to build confidence in public speaking and presenting, selling consultants who want to develop their delivery skills.

What the Course Leads to

What courses can I do after this?

You may wish to attend further one day professional workshops in management skills.

What do I need to apply

To do this course you should have...

There are no formal entry requirements.

Course costs

Course Code	Start Date	Costs 16-18	Costs 19-23 (with concessions)	Costs 19+ (no concessions)
SQNXPZ2192	TBC	TBC	TBC	TBC

* Please note fees are subject to change.

Costs

£185.00

Course Content

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Understanding the aims of your presentation

What does my audience want from me?

Planning and structuring a presentation

Getting your message across

Creating impact

How to calm your nerves.

Key Information

Duration

1 Day

Attendance

Part-time

Level

Other Courses

Qualification Name

College Certificate

Awarding Body

Bournemouth & Poole College

Next Steps ...

Email: enquiries@thecollege.co.uk

Telephone: 01202 205205

Web: www.thecollege.co.uk

Live chat available on the website

