



## **EFFECTIVE PRESENTATION SKILLS** **(Two Day Workshop)**

### **AIM**

Influence and change are high on the agenda of managers in to-day's organisations and a key skill in the manager's "tool-kit" is the ability to give persuasive presentations to large and small groups in both formal and informal settings.

The aim of this workshop is:

- to give delegates the opportunity to reflect and receive feedback upon their existing presentation style
- to try out new and more powerful techniques in delivering a presentation that has impact.

### **PARTICIPANTS**

We ran a series of workshop from senior to junior management levels together with senior clinical professionals within an Acute Hospital Trust. Workshops were limited to a maximum of 8 delegates to enable each participant to gain full benefit from individual practice and feedback.

### **CONTENT**

This was a highly participative workshop with most of the time spent on presentation practice and video feedback.

Topics covered included:

- Preparation for Presentations
- Delivery and Platform Skills
- The Design and Use of Visual Aids to give Impact
- Coping with Nerves
- Building Self-Confidence
- Dealing with Difficult Questions
- Different Styles of Presentation : such as Formal, Informal, Discussion Groups, and Meetings
- Impromptu Speaking

To demonstrate the commitment of the organisation to this programme, each participant had to make a presentation to a small panel of hospital directors on the final day.