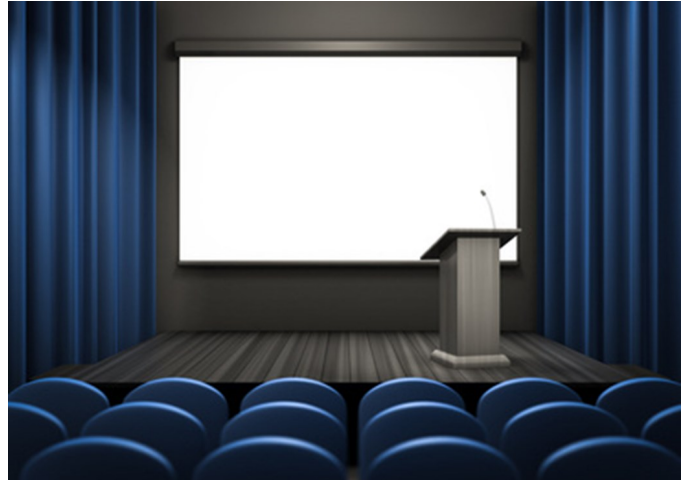


PRESENTATION SKILLS



Introduction

- Presenting information clearly and effectively is a key skill to getting a message or opinion across.
- The three objectives of an effective presentation are as follows:
 - * To establish credibility with the audience
 - * To communicate information clearly to the audience
 - * To persuade and/or influence the audience
- The three key elements for a successful presentation is effective use of design, clear content and structured planned delivery.



Course Outcomes

Delegates will have a better understanding of:

- The important elements for a successful presentation
- The effective use of design:
 - * Slide clutter
 - * Use of templates
 - * White space
 - * The rule of thirds
 - * The use of colour
 - * Visuals
 - * Text
 - * Slide transitions and sound effects
 - * Animation
- Preparing content:
 - * Preparation
 - * Setting objectives
 - * Analysing the audience
 - * Relevance
- Delivery of presentation:
 - * Rehearse
 - * Overcoming fear
 - * Use of voice
 - * Body Language

Target Audience

This course should be attended by individuals who regularly do presentations and want to improve their presentation skills.

Course Duration

2 days

Course Fee

R 1,250 VAT Incl.

R 750 (WHC Divisions)

Venue

1st Floor Training Room, Wits Health Consortium (Pty) Ltd
8 Blackwood Avenue, Parktown. 2193

Special requests will be considered, subject to viability.

Booking

Please contact Melody Maddocks or Janine Roper.

+27 11 274 9256/ 274 9368 / 274 9200

training@academicadvance.co.za