



PRESENTATION SKILLS

VENUE

Ground Floor Training Room
31 Princess of Wales Terrace
Parktown, Johannesburg, 2193

Courses are also offered in Durban on a regular basis.

On-site training for groups of 20 or more will be considered, subject to viability.

COURSE FEE

R 1,330 incl VAT(Non-WHC)
R 800 excl VAT(WHC Divisions)

COURSE DURATION

1 1/2 days (Start and end times may vary slightly, confirmation will be provided on registration)

BOOKING

Please contact us at:
+27 11 274 9256/9327/9200
training@academicadvance.co.za
<http://www.academicadvance.co.za>

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:

- a) To establish credibility with the audience
- b) To communicate information clearly to the audience
- c) 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 OUTCOME

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.