

## Presentation Skills Training: Present yourself like the pros do!

To have good content for a presentation is not enough. You need to present it in a convincing manner. Would you like to build on your strengths and work on your areas for improvement? Learn how to grab your audience's attention and be a persuasive speaker!

This presentation skills training will show you, how you can present yourself like a pro in front of an audience. The demands on your presentation skills are continuously increasing in an ever more international marketplace. Often you are the only one who knows about all the good work you have done for the company. You are the one who needs to tell them. You will learn how to let your peers, supervisors, team members and customers know about your achievements. With the help of an experienced trainer you will be able to improve your presentation skills and increase your market value.

### *Learning objectives*

You will recognize your own personal presentation style and know how to use professional techniques and methods to improve your delivery in public speaking.

### *Contents*

- Overview: What is an effective speech?
- Do's and don'ts of a professional presentation
- How to handle nervousness
- Body language (Voice, eye contact, facial expressions, gestures)
- Use of tools (beamer, OHP, flip chart)
- Structure of a speech (informative, persuasive)
- How to handle audience questions and objections
- Impromptu speeches
- Video feedback



You will receive several opportunities to practice. You can practice the methods and techniques for successful presentations in front of the other group members. In addition, the other participants, the experienced trainer and the **video feedback** will allow for an intense evaluation.

### *Course materials:*

You will receive comprehensive written materials (approx. 20 pages) on the topics covered.

### *Target audience*

Members of the board, employees with leadership responsibilities, human resource professionals, heads of communication and personnel, team members, customer representatives, sales professionals, trainers, coaches.

### *Organization*

Days and time:	2 days (09:00 - 17:30h and 08:30 - 16:30h)
Participants:	Min. 4, max. 8
Language:	English and German
Date and costs:	Please contact us

Would you like to present yourself like a pro? Call us now at 043 960 91 62 or write us an e-mail.