

# Giving Presentations

**This course is for** any staff who have to give presentations as part of their work. It will be useful for people with little or no experience of giving presentations, or for those with some experience who wish to review and develop their skills.

**By the end of this course**, participants will:

- Understand how to organise and structure a presentation, and how to keep an audience interested
- Know how to keep themselves calm and focused, and to channel any nervousness
- Know about a range of audio-visual aids and the 'golden rules' for using them
- Feel more confident about giving presentations
- Understand how they might further develop their presentation skills

## Outline programme

Session 1 Introduction to the course and to one another  
Self-assessment: what I can do now and what I'd like to be able to do

The golden rules: knowing your subject; knowing your audience; knowing your aims; preparing your presentation; delivering your presentation; using audio-visual aids; managing your state of mind

Session 2 Individual preparation for practice session

Session 3 Individuals deliver short presentations and receive feedback from one another and trainer

Self-assessment revisited and action plans

Course review