

Powerful Presentations

connexions

LEICESTER SHIRE

Overview:

Making a presentation can be a daunting experience. This two day programme will provide delegates with the knowledge and skills to meet this challenge with confidence.

Key areas:

- What makes a successful presentation?
- Planning and preparing a presentation
- Delivering a presentation – personal presentation, verbal and non-verbal communication, using a brief, notes or script
- Reflection and self assessment



Who will benefit:

Anyone whose job may involve presentations. This is a practical course with the emphasis on planning and delivering a short presentation to their work.

Min/max nos: 8 – 16

Course fees: £190.00 per person

Duration: 2 days

For enquiries concerning dates of courses or further details please contact Jan Harvey on 0116 2516357 or e mail

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www.connexions-leics.org/staffroom