

Presentation Skills Online Training

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In person or online, speaking in front of a group can be hard. You need tools to create concise, engaging material and then deliver it in a way that looks confident, grabs your audience's attention and keeps it until the very end.

Learning Objectives

By the end of the course, the delegates will be able to:

- show confidence and control their nerves
- write rich, concise material with a story
- engage the audience and keep their attention
- communicate authentically
- use visuals effectively
- adapt to the unexpected



Formats

Groups

£1,200 for 4 people, 3 hours online teaching plus 1 hour of solo work.

Ideally the two sessions are on the same day (with at least an hour between for the solo work) or on two consecutive days.

Required: online connection via PC/laptop: Microsoft Teams, Zoom, Skype or Google Hangouts.
Each attendee brings a 4-minute presentation on any subject they like, in the form of simple notes.
Each attendee should also have their preferred note-taking medium.

1:1

£120 per 1-hour session. Content and schedule are tailored to each client.

Required: online connection via PC/laptop: Microsoft Teams, Zoom, Skype or Google Hangouts.
The client should have their preferred note-taking medium.

The client can use these sessions to prepare for a presentation of any format or duration, starting from scratch or developing something already created into a talk that's simple, powerful and easy to deliver.

Group Schedule

Session A: 2 hours

1. Introduction: format and objectives for the programme.
2. Writing: techniques for creating and editing concise material with a story.
3. Visuals: how to use slides for maximum effect without relying on them.
4. Delivery: how to handle your nerves and use prompts. Techniques to make a great first impression and engage your audience.

Solo work: 1 hour

5. Everyone writes and rehearses their piece.

Session B: 1 hour

6. Everyone delivers their piece and receives feedback.
7. Conclusion: key points learnt from the programme are discussed and reinforced.