

# Presentation Skills Course

## Suitable for

Those who has to make formal or informal presentations to colleagues, suppliers and/or customers within the work environment.

## Content

- Understanding the essentials of good presentations
- Planning what you are going to say
- Understanding the audience
- Developing your voice
- Creating a strong presence
- Building audience rapport
- Body language, eye contact and gestures
- Using visual aids
- Achieving buy-in from your audience
- Developing a personal action plan

## Certificate

A Batalas attendance certificate for all delegates who complete the course.

## Format of course

Tutor led sessions interspersed with individual and team based exercises.

## Duration

1 day

## What to do next

For dates, venues and costs please go to our website: [www.batalas.co.uk](http://www.batalas.co.uk) or contact an advisor on 0870 750 4400.

## Associated courses

- Maximising Team Performance
- Managing Change
- Creative Thinking and Problem Solving
- Time Management and Personal Effectiveness
- Effective Communication
- Delegation Skills