



THE POWERFUL PRESENTER

**A PRESENTATION
SKILLS WORKSHOP**



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WORKSHOP OUTLINE & OBJECTIVES

- Understanding what a presentation is, what types of presentations there are and where you can do presentations.
- Planning a presentation and defining its purpose.
- Evaluating your audience.
- The importance of words and body language in presentations and how to use humour effectively.
- Understanding the role of visual aids and how to use them.
- Overcoming nervousness and understanding voice skills.
- Applying the presenting skills learnt in 2 separate live presentations with feedback.

WORKSHOP SCHEDULE

- 08:30 Registration & Coffee
- 09:00 Workshop Commences
- 10:30 Morning Refreshments
- 13:00 Lunch
- 15:00 Afternoon Refreshments
- 16:00 Workshop Ends

COURSE METHODOLOGY

This workshop is conducted with maximum use of practical application of the skills acquired. Participants will, both by themselves and in groups, work with role plays, problem solving, case studies and unique training exercises to ensure they acquire, reinforce and retain newly acquired skills, attitudes and characteristics.

EDGE TRAINING CONSULTANCY

Edge Training is a Fully Accredited Training Provider with the Services Seta, Accreditation #1135. Edge is a Level 2 BBBEE Company with over 17 year's Human Development training experience in and around Southern Africa. Edge is able to provide training throughout South Africa with a National Footprint of Agencies.

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SSETA Accreditation #1135

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