OBT

PRESENTATION SKILLS

Course Code(s)	*Course Date(s)*
PS	27th June 2013

Main Aim and Key Benefits:	Increasingly Managers are expected to present an idea or sell a product to an audience. This programme will enable delegates to deliver a professional presentation and develop their own personal style.
Course Content	• Preparation • Structure of a presentation • Visual and verbal delivery • Overcoming nerves • Questions and objections from the audience • Individual presentations by delegates • Personal action plan
Training Methods:	• Individual Presentations with structured feedback • Syndicate exercises • Group discussions
Who will benefit from attending:	Bursars, Assistant Bursars, Head of Department and Senior Team Leaders
Duration:	1 day
Certification:	OBT and Progressive Training
Fee *(excl VAT)**:***	£167.50
Training Provider:	Progressive Training