

## CDU delivering AIM Professional Short Courses

### Professional Presentations

#### Overview

This program explores the skills required to create and deliver highly effective presentations with confidence and style. It also includes how to use visual aids to achieve optimal impact.

#### Designed For

This course is designed for managers, supervisors or team leaders, sales staff and account managers, technical people presenting to peers or external clients, anyone responsible for presenting to peers, staff or clients, people seeking to acquire the skills involved in these roles.

#### Content

- The nature of communication
- Knowing the audience and its needs
- The structure of a business presentation
- The use of skeletal notes, including mind maps
- The use of visual aids
- The differences between spoken and written English in communicating ideas
- The importance of rehearsal
- Effective use of voice
- Controlling nerves
- Anticipating questions and responding appropriately
- Practical sessions

#### Learning Outcomes

- Plan and prepare an effective presentation
- Demonstrate effective presentation and communication skills
- Speak clearly and confidently in both prepared and impromptu speaking situations
- Evaluate the effectiveness of the presentation

**Course Duration:** 2 days