

## CDU delivering AIM Professional Short Courses

### Professional Presentations

This course explores the skills required to create and deliver highly effective presentations with confidence and style, including the use of visual aids to achieve optimal impact.

#### Designed for

Managers, supervisors, team leaders, sales staff and account managers, and customer service personnel who are required to make business presentations.

#### Learning Outcomes

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

#### Course Content

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

**Course Duration:** 2 days