

Presentation Skills

Knowing how to communicate information clearly and effectively is a key skill in life and requirement in all fields of work. Learn essential presentation skills to engage your audience and get your message or opinion across.

No Modules: 3

Duration: 45min

Level: Introductory

Module 1: Presenting With Confidence

What's covered?

Do you want to deliver a confident presentation? This module will guide you through the different stages of your presentation from preparation and planning through to delivery. We will examine the use of visual aids to draw the attention of your audience and look at the importance of personal appearance and how it can inspire a sense of confidence.

Module 2: Express Yourself

What's covered?

The way in which people present themselves can be affected by a number of factors, both social and cultural. Public speaking can be a daunting task and is often something that people fear. This module will provide you with advice and guidance on preparing your speech, finding your voice and presenting to others.

Module 3: Presenting Data

What's covered?

A key skill for any employee is the ability to present raw data and use it to persuade audiences. This module will explore the different options for displaying data, including bar charts, line graphs, pie charts and pictograms and how to choose the right one to present your data with maximum impact.