Government CAMPUS

Presenting Confidently

Having to give a presentation at work is something which many people can find uncomfortable. However, memorable presentations – delivered confidently and articulately – are a cornerstone of any organisation's ability to communicate effectively, both internally and externally. This topic will help you to give presentations which are impactful and engaging, considering the content of the presentation as well as its delivery.

Description

Presentations don't have to be given in front of hundreds of people. Once you start thinking of anything from one-to-one discussions through to job interviews as a presentation, the value of strong presentation skills becomes ever clearer.

Within this topic, you'll explore how to design a range of face-to-face presentations. As well as learning how best to deliver your presentation, you'll also consider how to tailor the content to the needs of your audience. You'll also be introduced to the skills required to build rapport with your audience, something which should help build your confidence in handling their questions and challenges.

What does it involve?

This topic is centred on an all-day workshop, during which groups of up to 10 participants deliver and subsequently refine a pre-prepared presentation on a topic of their choosing (which is agreed in advance with the workshop facilitators). The workshop is preceded by one online tutorial and one online resource, introducing some of the principles which underpin effective presentations. After the workshop, participants are encouraged to undertake a self-assessment exercise following their next live presentation.
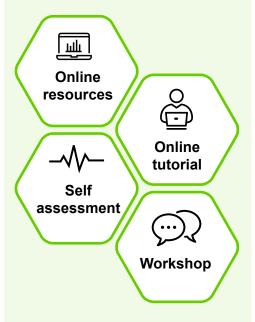
What's the outcome?

This topic is a very practical one, meaning that you'll have the chance to prepare a presentation, deliver it and then improve it. You will benefit from having both your presentation content and delivery style reviewed by a

workshop group, allowing you to incorporate that feedback into future presentations. In doing so, you'll learn about the qualities and behaviours which the best presenters typically display.

You'll also gain a better appreciation of the importance of communication skills, helping us to provide clearer, more effective communications across the whole Civil Service.

Learning activities

Online resources

Online tutorial

Self assessment

Workshop

Delivery method:

F2F   VLE

Estimated learning time:
8 hours

How to book

bookings.governmentcampus.co.uk

0203 640 7985
support@governmentcampus.co.uk