Presentation Skills

Course programme

For in-house customisation, please contact training@apse.org.uk

08:45 – 09:00	**REGISTRATION (and Tech Check)**
09:00 – 10:30	**UNIT 1: Planning the presentation** • Conceiving the idea • Exploring purpose, audience and format • The power of storytelling
10:30 – 10:45	**COMFORT BREAK**
10:45 – 12:00	**UNIT 2: Forming the presentation** • Retaining information • Delivering presentations online • Delivering presentations in person
12:00 – 13:00	**LUNCH**
13:00 – 14:15	**UNIT 3: Further audience engagement** • Building relationships with an audience • Verbal and non-verbal communication • Using your voice • Involving your audience
14:15 – 14:30	**COMFORT BREAK**
14:30 – 15:45	**UNIT 4: Delivering the presentation** • Managing stress and nerves • Developing your presentation • Delivering your presentation
15:45 – 16:00	**PLENARY, FEEDBACK AND CLOSE**

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