

Course Specification: Presentation Skills

Course Title	Presentation Skills		
Duration	3 ½ hours	Delegates	4 to 12
Presenter	Mark Taylor	Location	
Learning Outcomes	<ul style="list-style-type: none"> • Increased confidence in presenting to funders and other stakeholders; • Understanding the importance of both what you say and how you say it; • Identifying and communicating core messages; • Avoiding "Death by Powerpoint"; • Effective slide layout and use of visual aids; 		
Outline Agenda	<ol style="list-style-type: none"> 1. Welcome and introduction; 2. Course overview and learning outcomes; 3. A model of effective presentations; 4. How to sell a wig to Kojak! – presentation scenarios to help identify core messages; <p>Break</p> <ol style="list-style-type: none"> 5. Eye words and ear words – effective slide design and the use of visual aids; 6. Five Minutes to change the world – short presentations from each team. 		
Material Requirements	<ul style="list-style-type: none"> • A laptop and projector; • A series of scenarios (provided); • Laptops and data sticks for each company if available (if not, flip sheets and coloured pens); 		
Aftercare Support	All slides and materials will be posted on the Eriskay website. The presenter will also be happy to give feedback on individual and team outputs.		