

Presentation Skills

Course Specification

Duration	3 1/2 hours
Delegates	4 to 12
Presenter	Mark Taylor
Location	

Learning Outcomes

- > 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

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;

(breaks to be scheduled by the group)

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

- > 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.