BUSINESS WORKSHOP - PRESENTING WITH CONFIDENCE

Other · Tregye

PART-TIME INFORMATION

Who is the course for?

This course is for managers and supervisors who would like to develop confidence and improve effectiveness in delivering briefings and presentations.

Benefits of attending

The seminar provides team leaders and managers with an understanding of how to plan, prepare and deliver effective briefings and presentations. Individuals will recognise the requirements of effective presentation and briefing skills and learn a number of tools and techniques to improve their own confidence and abilities.

Course content

- Recognise how to plan and prepare for a presentation or briefing
- Identify relevant information to be included, in line with the objectives of the briefing or presentation
- Use appropriate presentation techniques and aids to enhance the communication of the topic of the briefing or presentation
- Brief and present information clearly and logically
- Recognise how to manage nerves and questions

The seminar will be interactive and include a variety of activities, attendees will have the opportunity to share issues, ideas and best practice.

IMPORTANT

Course information can change. Please use the QR code below for the current assessment arrangements, entry requirements and start dates.

FOR THE LATEST COURSE INFORMATION

Scan for assessment arrangements, learner support, confirmed start dates and how to apply.