



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Presentation Skills, Third Edition

Course Number: AX084–114

Days: 1 day

Description: Give confident, enthusiastic, and persuasive presentations. With an emphasis on the need for preparation and practice, this course provides guidance on how to organize, create, and deliver effective presentations. Conquer your fear of public speaking. Prepare and deliver well organized presentations. Capture and maintain audience interest.

Topic-Level Outline

Part 1: Assessing Your Skills

- Evaluate Yourself
- Dealing with Anxiety
- Tips for Reducing Anxiety
- Review Checklist

Part 2: Planning Your Presentation

- Personal Appearance
- Eight Steps to Preparing Your Presentation
- Review Checklist

Part 3: Slides and Other Visual Aids

- Developing and Using Visual Aids
- 10 Tips for Planning Successful Slides and Visual Aids
- Content Guidelines
- Types of Charts and Graphs
- Using Color
- Developing Titles
- Visualizing Ideas
- Revelation and 'Build' Slides
- Directing Your Audience's Focus

Part 4: New Technology for Presentations

Computer Technology
Using Presentation Software
15 Tips for Creating Better Slides with
Presentation Software
Teleconferencing and Videoconferencing
Get Ready, Get Set, Go!

Part 5: Preparing Your Presentation

Controlling the Presentation Environment
When You Can't Practice—Successful
Impromptu Speaking

Part 6: Delivering Your Presentation with Energy and Composure

Engaging Your Audience
Putting Energy to Work
Maintaining Composure
Question—and—Answer Techniques
Dealing with Hostile Questions
Final Review Checklist

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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