



Palomino Training Solutions  
specialists in corporate training

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## Presentation Skills Training (2 days)

### Course Overview

***Fact: 91% of people are afraid to make a presentation in front of others. These people spend hours worrying and struggling if asked to make a presentation or to speak at a meeting.***

A great presenter has two unique qualities, appropriate skills and personal confidence. This confidence comes from knowing what you want to say, and being comfortable with your communication skills. In this workshop, you will master the skills that will make you a better speaker and presenter.

The workshop includes dynamic trainee/trainer interactions and discussions, written and oral exercises, voice recordings, case studies, reflection, quizzes and a workbook for each participant to take back to the workplace.

### Target Audience

This workshop is designed for everyone who needs to make a presentation in front of 3 people or 100 people – sales representatives, managers, team leaders, product specialists and anyone who would like to improve their presentation skills.

### Course Outline

#### SECTION 1: Introductions and Course Overview

#### SECTION 2: Communication

- Edit your conversation
- Four good rules of any conversation
- Sticky situations

#### SECTION 3: Body Language

- First impressions

#### SECTION 4: Why Talk?

- Speaking under pressure

#### SECTION 5: Planning Your Presentation

- Making your listener hear you
  - Key ideas
  - Finding common ground
  - Key sentences
- Force field analysis



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- Pros and cons
- The three part plan
- Using time, place and aspect
- Two additional plans

#### **SECTION 6: Overcoming Nervousness**

- Controlling your jitters

#### **SECTION 7: The STARR Pattern**

#### **SECTION 8: Start Writing!**

- Evidence
- Introductions
- Following the opening statement
- Your Beginning
- Endings
- Expanding a basic plan

#### **SECTION 9: Limit Your Information**

#### **SECTION 10: Audience Profile**

- Understanding your audience

#### **SECTION 11: Presentation Preparation**

- Checklist
- Evaluation

#### **SECTION 12: Your Speaking Voice**

- Parts of your Voice
- Vocal Variety
- Mastering your Material

#### **SECTION 13: Add Punch to your Presentation**

- The Power of Threes
- Visual Aids

#### **SECTION 14: Practical**

- Preparation
- Presentations
- Debrief