

Presentations Workshop

Objectives

After attending this workshop, participants will be able to:

- Deliver a clear and well-structured presentation in English
- Capture and hold the attention of the audience
- Create appropriate visual aids and use them effectively
- Answer questions confidently and concisely

Contents

- Verbal, vocal and visual aspects of a presentation
- The role of the presenter
- Planning and structuring a presentation
- Persuading an audience of the benefits of a product or service
- Using visual aids appropriately
- Presenting using Microsoft® PowerPoint™
- Creating empathy and rapport with the audience
- Handling questions effectively

Methodology

- Experiential training with participants delivering business presentations on subjects of their own choice
- All presentations will be recorded onto video
- Detailed debriefing after each presentation by the trainer
- Audience involvement - group acts as peer-group audience asking real questions and giving feedback

Target Group

Professionals who have to make presentations in English or who foresee the need to do so in the near future.

Prerequisite

Intermediate level of English (B1 on the CEF*).

Duration

3 days

Number of participants

8

Comments

Each participant will be asked to prepare a 10-minute presentation on a work-related topic and to bring this presentation to the workshop.

** CEF = Common European Framework of Reference for Language Learning and Teaching.
Check your level of English with IBC's English Fitness Check.*