



## **Course Syllabus**

### **Presentation Skills**

This course is aimed at anyone but in particular, managers and supervisors who will need to present effectively in their role

The aim of the course is to develop knowledge and understanding of briefing and presentation skills required by a practising or potential first line manager.

By the end of the session delegates will be able to:

- Select relevant information content
- Plan and prepare effectively for briefings (account for Purpose; Audience; Content; Form)
- Understand formal and informal presentation skills including platform techniques and visual aids
- Evaluate briefings/presentations
- Use feedback to check understanding
- Report back to management after briefing
- Evaluate alternative methods to select the most appropriate for a given situation
- Construct a range of data presentation methods
- Use spreadsheets for the creation of graphs, charts and diagrams
- Interpret information contained in charts and diagrams, and explain this to others
- Supervise practice or simulation to develop the ability to apply knowledge and skills

A certificate of attendance will be awarded to all candidates who successfully complete the course.

### **Next Step?**

Contact our Learning & Development Team at Aspen Wolf Ltd on 0191 581 1000 to discuss your specific training needs.