

Course Outline

Presenting Presentations (Train-the-Trainer)

Have you been asked to speak at your next company meeting, or has your role changed to include training? Presenting to fellow employees or clients can be overwhelming. In this interactive course you will deliver your own 5 minute presentation and receive feedback from the instructor and class. Learn techniques to build confidence and further develop your own presentation style.

In just 1 day...

- Practice speaking with a positive and supportive group of professionals.
- Top tips for staying on topic, adding humour, and working the room.
- How to use visual aids to stay focused and make transitions.
- Find out to deliver so people want to listen to you.
- Techniques for handling difficult questions and what to do when "you just don't know".
- Tips on using handouts.

Course Modules

- 1. Planning Your Presentation**
- 2. Story Telling**
- 3. Interacting With Your Audience**
- 4. Practice Makes Perfect**
- 5. Resources**

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