



CONGRUENCE

## **“Present With Confidence”**

The course duration is two + one days and is offered in house and public.

### **Course outline**

There are five principle components of this presentation skills course:

- Theory
- Preparation
- Practice
- Presentation
- Feedback

### **The content covers the following:**

- Prepare, structure and deliver 3 presentations
- Practical use of various equipment mediums
- Preparation of visuals
- Awareness of relaxation techniques, body language, paralanguage
- Personal image
- Voice projection
- Audience rapport and targeting
- Handling questions
- Presentation time management
- Personal attitude and self-belief

### **Objectives:**

The first two days run concurrently, with the third day 6 months later. The course gives delegates the background, tools, knowledge and practice to present effectively, maximizing the opportunity of a positive outcome. Each delegate receives a DVD of his or her 3 + 2 presentations done on course.