



Business success through people

## **CONFIDENT BUSINESS PRESENTATION SKILLS**

1 DAY

### **Course:**

How to overcome nervousness

- 10 ways to calm yourself before a presentation
- 4 facts about fear
- 8 simple ways to banish the fear of public speaking
- Speaking with confidence and developing a conversational style

Planning and preparation for a presentation

6 ways to perk up dull material

You and your speaking environment

- The room
- The stage
- The props

Anticipating audience reaction to your talk

- How to read the body language of your audience
- Dealing with problem people in the audience

Flawless delivery

- 7 tips for making a great first impression
- How to avoid the most common speaking mistakes

Persuasive speaking

Making your audience believe in what you say

Visuals: The most convincing proof of your presentation

- 14 tips for creating dynamic visuals
- When visual aids help and when they don't
- Averting disaster

4 ways to motivate your audience to buy

Voice power and your body language

Keeping the audience involved and holding their interest

How to deal effectively with questions