

Pathway to Perfecting Presentations: Training Outline

Day 1		
	Topic	Description
1	Intros	The trainers will introduce themselves briefly. Followed by each participant recording themselves as they introduce themselves. The film will be reviewed and feedback given by the trainer and participant about strengths and weaknesses and areas to concentrate on over the two days
2	Confidence	The participants will learn what causes nerves and a vicious cycle of behaviour that exacerbates nerves. They will learn about exercises and skills to use to increase their confidence. They will also learn how to use body language and the impact it has. They will record themselves using these skills and see the impact it has to their perceived confidence
3	Presentation styles	The participants will learn and observe different styles and their uses. They will see famous examples and discuss the pros and cons of each style. They will carry out a survey and decide with the trainer which style will best suit their presentation.
4	Presentation design	The participant will learn how to structure a presentation, how to choose the correct content and how to make it high impact. They will learn certain rules they can use to improve the esthetic of the presentation. The trainers will discuss with the participants their choices and structure and the reasons for them.
5	Voice	The participants will learn how to make their voice clearer through the use of the 5P's (pitch, power, pace, pause, points). They will go through exercises as a group and record themselves to see the improvements of using the various techniques
6	Pronunciation	Trainers will teach exercises to improve enunciation. Participants will record themselves reciting their presentation with feedback given from the trainers

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Day 2		
Topic		Description
7	Questions	The participants will learn how to use language effectively, how they can prepare beforehand for questions and how to answer questions concisely and confidently if they know the answer. They will also learn how to deal with questions they don't know the answers for. They will record themselves answering questions and get feedback from the trainers.
8	Anecdotes	The participants will learn the benefits of using stories, anecdotes and humour to engage the listeners. They will learn when and if they should use this technique. They will go over an anecdote with the trainer that they will incorporate into their presentation.
9	Memorising	The participants will learn different techniques to memorise their presentation including mind maps, visual aids and rehearsal methods. They will also learn what to do if they forget anything in their presentation
10	Rehearsal	The participants will rehearse and practice their presentations and address any problems they are having with the help of the trainers
11	Presentation	The participants will use the techniques they have gained to deliver and record themselves as they give their final presentation. They will view their recording and give feedback on where they have improved and how they can still improve.