

## Training

# Advanced Presentations



‘Advanced Presentations’ is a fun way of polishing skills for those who are familiar with presenting to groups and holding discussion sessions after the presentation. Audiences don’t always respond the way we’d like them to, this workshop takes a look at the reasons why this may be and discusses the solutions. Where necessary, the basics will be covered but most of the two half-day sessions will focus on PowerPoint presentations, delivery and promoting discussion.

### Preparing for the presentation

- Planning the presentation
- Organising the material
- Arranging the facilities
- Who to invite
- Rehearsing key areas of the meeting

### The meeting and presentation

- Pre-meeting
- Delivery
- Promoting discussion
- Handling difficult people
- Post-meeting phase

### Preparation and use of visual aids

- The purpose of visual aids
- Designing effective visual aids
- PowerPoint presentations
  - Avoiding ‘death by PowerPoint’
  - How slides and presenter interact

The workshop style is light, participatory and practical. The two half-days are separated by at least two weeks to give time to review and revise presentations in light of the discussions.