

THE IN-HOUSE TRAINING COMPANY

Fast and effective

Presentation skills

Speak with clarity and confidence

Overview

We all have to make presentations from time to time. For many people it can be a nerve-wracking experience, whether addressing an audience of five hundred or simply presenting a report to a line manager. This 'fast and effective' presentation skills training course will help participants overcome their nerves to speak with clarity and confidence.

Course objectives

By the end of this presentation skills training course, participants will be able to:

- Prepare presentations quickly using a clear, structured approach
- Speak with more confidence and reduce nerves
- Engage audiences with a clear message and purposeful delivery
- Use slides, visuals, and storytelling to enhance impact
- Handle questions and discussions professionally

Who should attend?

Anyone who needs or wishes to improve their presentation skills. This presentation skills training course is particularly recommended for those seeking to increase their confidence and overcome their nerves when making presentations in a work setting.

Course format

A very practical, interactive half-day training course for a maximum group size of 12. Delivered virtually, on Zoom or Teams. Can also be delivered face-to-face, on-site (in which case, it is best delivered in an expanded one-day format).

Materials

Materials are provided in PDF format, including:

- 'Presentation Quick Planner' worksheet
- Slide design checklist
- Speaking confidence tipsheet
- AI-generated slide tools and prompt guide
- Sample feedback form for peer review

Expert trainer

Graham specialises in providing high-quality consultancy, coaching and training in presentation skills, business writing, personal productivity, sales and business development, and customer service. Over the last twenty years he has personally trained or coached over 30,000 business professionals. He is a member of the International Institute of Coaching and a qualified NLP Master Trainer.

His work has taken him all over the world and involved him in working closely with hundreds of different organisations from all business sectors, his client list including such organisations as BT, Vodafone, AT&T, Orange, Pfizer, GSK, Boots, Unilever, American Express, Thomas Cook, Apple, Sony, Motorola, Cisco, MFI, Barclays Bank, LIFFE, Abbey National, Prison Service, Home Office, Law Society, BBC, Daimler-Chrysler, Citroen, Weetabix, Nikon, Shell and many, many others.

Graham has written over twenty books, published in several different countries, including Working Smarter, Companies don't succeed – people do!, Customer Relationship Management, Sales Training Games, 90 Brain-teasers for Trainers, and Telephone Tactics.

Known internationally as both a trainer/coach and a popular motivational speaker, he believes that effective learning has to be interactive and challenging. All his learning events are built around practical exercises, role play and case studies. His training style focuses not on just explaining new ideas or developing new skills, but also on motivating people to use them and to develop themselves as individuals. This approach gets results, as the following comments from programme participants show:

'Brilliant course, really interesting and very focused to my job role and day to day work.'

'Took away some very good ideas that I can use every day... good examples too.'

'Very confident in the subject, and amusing too. Made the course very interesting. A very clear sales model to use going forward.'

'Full of useful hints and tips which I will apply to my job.'

'Extremely well presented and structured'

Training course outline

1 Planning your presentation – purpose, audience, message

- What is an effective presentation, and why does it matter?
- Start with the end in mind: What do you want the audience to think, feel or do?
- Audience focus: tailoring tone, content, and examples
- Structuring your talk: the 3-part rule
- Tool: One-page planning template for any presentation

2 Slide design and visuals that work

- Less is more: reduce words, increase clarity
- Visual hierarchy: titles, bullets, diagrams, and data
- Dos and don'ts of PowerPoint
- Using AI tools to design smart slides (eg, Gamma, Canva)

3 Speaking with clarity and confidence

- Body language and posture: stand, breathe, connect
- Managing nerves: preparation, breathing, and rehearsal techniques
- Voice control: pace, pauses, emphasis, and variation
- Micro-practice: short impromptu speaking task

4 Engaging your audience

- Opening strongly: attention-grabbing starts
- Using questions, stories, and examples to hold attention
- Involving the audience: interaction tips without losing control
- Exercise: Rewrite a boring start into something engaging

5 Handling Q&A with confidence

- Clarifying before answering
- Managing difficult or unexpected questions
- Being honest when you don't know the answer
- Staying calm under pressure – even with senior stakeholders

6 Presenting online – making an impact on screen

- Framing, lighting, and background
- Eye contact and energy through the lens
- Using slides, chat, and tools to keep attention online
- Common virtual pitfalls and how to avoid them

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Any questions?

Please just give us a call on **01582 463463** – we're here to help!

Or visit www.theinhousetrainingcompany.co.uk