

Prezentační dovednosti v Angličtině / Presentation Skills in English

Outline

The Presentation skills training is offered for clients who wish to improve their presentation style and learn to present their ideas effectively and with impact. We take into consideration the experience and the current needs of the individual attendees in the given training sessions. Each individual attendee has the opportunity to practice their presentation skills with an immediate professional feedback, identification of their presentation style strengths, and potential suggestions for improvement. We are happy to provide a copy of the performance for later revision and review to every attendee. We work with our clients to help them become confident and inspiring speakers.

We focus on presentations in front of various types of audiences – regardless of the size of the audience our clients usually present to, we accommodate to their needs and train large audience communication as well as business meeting skills.

The ideal size of the training group: max. 8 attendees/2 days training OR 5 attendees/1 day training

The topics generally covered in the Presentation skills course:

- Presentation preparation
 - Getting to know my audience
 - Anxiety management – what makes me nervous and how to manage my fear
 - Training my voice – learning to speak clearly
 - Basic rules of support materials
- Audience communication
 - Communication and cooperation with the audience
 - Attention management – how to grab and maintain attention
 - First impression
 - How and when to ask questions to get the answers I want
 - Complicated audience and how to deal with it without losing concentration
- Presentation
 - How to start and close
 - The bad presenter habits, presentation mistakes and how to avoid them
 - What can ruin my presentation – the usual culprits
 - The correct choice and use of support technology, notes, presentation aids, etc.
 - Body language – what the audience sees and how to read what the audience tells me
- Time management
 - How to plan
 - What to do when I run out of time

- What to do when there is not enough time to prepare and I still need to deliver a good presentation
- *Additional skills (based on client requirement)*
 - *Tele-conference and video-tele-conference*
 - *Improvisation*
 - *Hosting an effective business meeting*
 - *Etc.*

Tato nabídka je určena pro interní semináře. V případě vašeho zájmu nás kontaktujte.

Pro otevřené školení navštivte náš Eshop otevřených školení, kde naleznete i termíny. [Zde](#)

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