



HCT

Progressive, Innovative & Interactive Training



Hughes Consultancy & Training

Unit 2, Purcellsinch Business Park
Dublin Road
Kilkenny

Tel: +353 (0)56 777 0761
Email: info@hctlearning.ie
Web: www.hctlearning.ie



Programme Details

Programme Title	Presentation Skills
Duration	1 Day
Accreditation	Certificate of Attendance
Number of Learners on programme	16
Specific Entry/Access and Exemptions Requirements:	No Entry Requirements required for this programme
Who should attend this course:	People involved in presenting information to a small or large group

Presentation Skills Training

Programme Aim: This programme has been designed to enable participants to develop the knowledge and skills necessary to show you how to plan your presentation and deal with any nervousness, so you not only make a natural and interesting presentation, but a memorable one too.

Participants of this programme will:

- To plan effective presentations
- Acquire the necessary skills to deliver effective presentations
- To build confidence and get rid of nerves when delivering presentations
- Learn how to use different aids when delivering presentations
- To develop your own personal style
- Develop your own personal presentation style
- Field questions effectively
- Gain effective feedback

Programme Content

- Plan your presentation for impact on your audience
- Learn the art of simplifying your presentation for easy understanding.
- Manage the power of your voice.
- Free up your body language to create the right impression.
- Know what you should and should not do in any presentation.
- Understand how to use visual aids correctly.
- Effective feedback on your presentation style

Delivery Method	Buzz Groups, Experiential Learning, Self Directed Learning, Learner Centred
Certification Required	Learners will be required to demonstrate their understanding of the content of the programme through a range of tasks including role play, exams and practical assessments
Certification	On Completion participants will receive a Certificate of Attendance
Progression Route	FETAC Level 6 Train the Trainer or FETAC Level 5 in Communication
Specific Support Available	A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme. HCT are committed to providing support to learners where/when it is required. In all cases, participants will have to complete a reasonable accommodation request, for more information.
Trainers	Our trainers that deliver this programme consists of industry professionals with a passion for training, this experience provides them with up to date industry practices, which is energetically delivered to learners.
Required fluency in generic skills	Generally learners engaging in learning activities are ready to take on a new task in a personal capacity or role. Learners can follow direction and are moving towards independent learning, Learners will have the ability to read basic short text in a non-supported environment and will be able to make sense of quantitative information within a familiar setting or unfamiliar task in a familiar setting.

Presentation Skills Certificate of Attendance