



# Presentation Skills

**Duration: 1 or 2 Days**

**Accreditation: ILM**

## Accreditation

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**For an additional fee this workshop can be accredited by the Institute of Leadership and Management (ILM) under the title "Giving Briefings & Making Presentations in the Workplace". It is held over either 1 or 2 days depending on the amount of practical experience required by the participants.**

To gain accreditation delegates will be required to complete a short assignment. This accreditation can also be used as credits towards an ILM Level 3 Award or Certificate.

## Introduction/Summary

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**Having the confidence to make the point eloquently, engagingly, with confidence and style is often the last thing on our minds when faced with presentations. Frequently there is a rush to get through it, or a reliance on a very nice looking, yet huge, set of slides. There is another way...**

This is a highly interactive programme where delegates will be able to apply the techniques learnt; participant numbers are low to maximise feedback and coaching and to develop the knowledge and understanding of briefing and presentation skills.

This workshop can be tailored to meet your needs and delivered at your own premises.

## Content

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**The workshop aims to cover the following content:**

- Selection of relevant information content
- How to plan and prepare effectively for briefings (account for Purpose; Audience; Content; Form)
- Formal and informal presentation skills including platform techniques and visual aids
- How to evaluate briefings/presentations
- Use of feedback to check understanding
- Reporting back to management after briefing
- The value of various methods of data presentation – tables, graphs, charts, diagrams, Gantt charts, etc
- Evaluation of alternative methods to select the most appropriate for a given situation
- How to construct a range of data presentation methods
- The use of spreadsheets for the creation of graphs, charts and diagrams
- How to interpret information contained in charts and diagrams, and explain this to others
- Supervised practice or simulation to develop the ability to apply knowledge and skills

## Requirements/Pre-Requisites

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There are no pre-requisites for this course.



**TheLightBulb Limited**  
Edison House, 2-3 Paycocke Road, Basildon, Essex, SS14 3DP  
**Tel:** 01268 270648 **Web:** [www.thelightbulb.net](http://www.thelightbulb.net)



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