

PRESENTATION SKILLS

A Two Day Course

Course Outline

For

All personnel who are required to make presentations.

Purpose

To give course members the skills, knowledge and practical experience required to give effective presentations.

Content

- Individual preparation for first presentation
- Delivery of first individual presentations
- Group analysis and discussion
- Defining the aims of the presentation
- Planning the content and structure
- Preparation and use of notes
- Rehearsing the presentation
- Visual aids
- Dealing with nerves
- Delivery - do's and don'ts
- Question and answer sessions
- Individual preparation for second presentation
- Delivery of second individual presentations
- Group analysis, feedback and discussion
- Close

Participants will be required to make two presentations (5 minutes and 10 minutes) during the course.

FOOD QUALITY SERVICES