

# Presentations 1 – Preparing for the Presentation



**Duration:** 40 mins

**Course level:** Introductory

**Delivery method:** Online

## Introduction

In today's business environment, few things have more impact than a well-prepared presentation. Of all the forms of communication, the presentation is the most effective way to inform, motivate, persuade and convince.

The need to present information to others applies to most types of business, but for many people, preparing an effective presentation can be a challenging task. **Presentations 1 – Preparing for the Presentation** is an introductory course that gives an overview of the basics of good presentations.

## Who is the course for?

**Presentations 1 – Preparing for the Presentation** is suitable for anyone who is about to have to start giving presentations, particularly people who are likely to become first-time managers, or are already in the post but have had little or no formal training and limited work experience. It is particularly appropriate for team leaders and sales professionals.

This course is appropriate to any business sector and there are no formal entry requirements.

## What will you get from this course?

When you have completed this course, you will be able to understand the basics of the most important aspects of a presentation, including:

- positive body language
- positive mental preparation
- presentation content.

## Course features

**Presentations 1 – Preparing for the Presentation** uses audio and on-screen text summaries. It includes simple interactive exercises with immediate feedback to guide you through the basics of the subject.

At the end of the course, there is a multiple choice test to check your knowledge and understanding, which you can take as many times as you like.

You can start your course straight away and use it at any time, as long as you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

### Other courses you might be interested in

Briefing Skills

The Apprentice – Negotiating to Win

The Apprentice – Selling, Pitching  
and Presenting

Presentations 2 – The Presentation

Steps to Success – Professional

Sales Skills

Communication Process

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