

Duration: 40 mins

Course level: Introductory

Delivery method: Online

Introduction

When it comes to business communication, the presentation is one of the most effective ways to inform, motivate, persuade and convince colleagues and customers. But to have maximum impact, the presentation must be well structured and confidently delivered.

People who get their message across clearly and effectively will present your organisation in a positive, professional light, creating the right impression to help your business achieve its goals.

Presentations 2 – The Presentation is a natural progression from **Presentations 1 – Preparing for the Presentation**. This course explains how to structure and deliver successful presentations, and provides guidance on how to deal with different types of audience.

Who is the course for?

Presentations 2 – The Presentation is suitable for anyone who is about 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.

This course is suitable for any business sector and there are no formal entry requirements. Employees do not need any prior experience but completing **Presentations 1 – Preparing for the Presentation** in advance would be an advantage.

What will you get from this course?

When you have completed this course, you will be able to:

- describe how to structure an effective formal presentation
- identify and use the correct presentation media
- identify some alternative methods for dealing with difficult audiences.

Course features

Presentations 2 – The Presentation uses clear audio and on-screen text summaries. It includes useful thinking points and very 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, but you can take this as many times as you like.

You can start this 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 1 – Preparing for the
Presentation

Steps to Success – Professional

Sales Skills

Communication Process

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