



# Essential Presentation Skills Lesson Plan

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## Essential Presentation Skills

### Overview

Welcome to our Train in a Day – Essential Presentation Skills Course. If you're a less experienced person wanting to develop and deliver purposeful and professional presentations, or want to polish up your presentation skills, this e-learning course will supply you with tips and techniques that will take you from an elementary to an experienced level presenter. You'll learn how to plan, structure and deliver the perfect presentation, and execute it confidently. This course includes activities that you'll have to complete to demonstrate your understanding of the lessons.



### What You'll Learn

- Discover what to avoid / exclude when presenting
- Pinpoint the key elements that make killer presentations
- Plan and structure effective presentations
- Choose appropriate visual aids to help deliver memorable presentations
- Present with confidence and authority



### Audience

This Essential Presentation Skills Course is for entrepreneurs, employees and managers who understand the importance of presenting ideas effectively. It's an introductory level program for those newer to business or those more seasoned who want to brush up on their presenting skills. The course is designed to take people from elementary to experienced presenters.



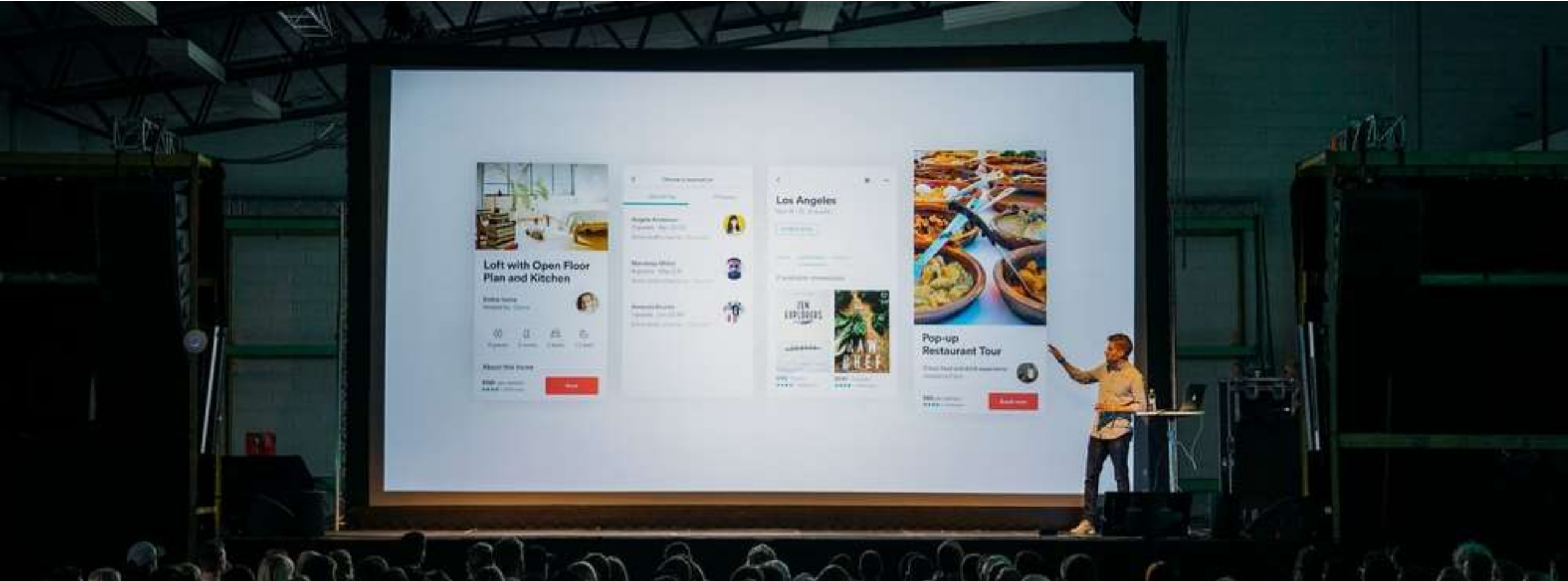
## What To Avoid / Exclude When Presenting



## Pinpoint Key Elements That Make Killer Presentations



# Planning And Structuring Presentations Effectively



# Choose Appropriate Visual Aids To Help Deliver Memorable Presentations



## Present With Confidence And Authority



## What You Will Learn

### Train in a Day Essential Presentation Skills Course Checklist

I know what I should and exclude / avoid when presenting

I can identify the key elements to make killer presentations

I am able to plan and structure presentations effectively

I understand the role and purpose of visual aids and can choose appropriate aids to delivering more memorable presentations

I am able to present with confidence and authority

