



**Seatag Offshore
Limited
Course Outline**

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C-2309 – CCBT – Sales & Marketing

PRESENTATION SKILLS

COURSE AIM

Provides a step-by-step approach to delivering a formal or informal presentation to a small medium or large audience. The course provides guidance on preparation steps as well as practical advice on delivery alternatives and post presentation evaluation methods.

LEARNING OUTCOME

1. Provide background knowledge on how to prepare for any presentation
 2. Identify the four stages of the presentation skills cycle (Prepare, Organize, Deliver & Respond)
 3. Demonstrate that a sequential delivery process will always work well
- \$Show some of the common presentation pitfalls and problems to be avoided

COURSE CONTENT

1. Identifying your objectives
2. Evaluating your audience
3. Designing the presentation strategy
4. Structuring the content
5. Rehearsing your presentation
6. Checking technology and facilities
7. Gaining immediate attention
8. Delivering key messages
9. Answering questions
10. Summarizing main points
11. Presentation post auditing

TARGET AUDIENCE

Any individual that has to formally present to any groups of people or who wants to improve their skills in presenting to any informal gathering.

COURSE DURATION

The course is designed as a full 2 day workshop, inclusive of training, practical exercises and competency assessments.