

# PresentPerfect™

*Effective Presentation  
Skills*



**PresentPerfect™** is designed to meet your need for perfect presentations. Each time. Every time. When you participate in a PresentPerfect™ course you acquire the fundamental skills of effective presenting. You will learn the techniques involved in:

- Planning, preparing and rehearsing your presentations.
- Knowing, understanding and engaging your audience.
- Overcoming your anxiety and boosting confidence.
- Getting your message across.
- Using your voice and appearance for best effect.
- Using rhetorical techniques for impact.
- Motivating your audience – achieving your goals.

PresentPerfect™ gives you the necessary skills for more effective and confident presentations. With teaching, practice and discussion you will acquire the skills for confident presenting in this interactive and hands-on course.

## TIME TO MARKET

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Bracknell  
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RG12 1BP

Phone: +44 (0)1344 859 823

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[training@timetomarket.co.uk](mailto:training@timetomarket.co.uk)

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# PresentPerfect™

## Course Outline

### *Effective Presentation Skills*

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Time	Session	
0900	Introduction	
	The Presenting Top 20 Techniques	
	The Art of Presentation: All the Essential Techniques	
	Presenting Exercises	
	How You can Engage Your Audience	
	Exercises	
	The Point, Turn and Talk Technique	
	Presenting without Bullets Exercise	
	1300	Lunch
		Presentation Techniques in Action
Rhetorical Devices Exercise		
Organising Your Presentation and Exercise		
Questions and Answers Exercise		
1700	Time Planning	
	Conclusion and Final Learning Points	