

# PRESENTING SKILLS

COURSE OUTLINE

**01428 741 482**  
**capitaltraining.com**

 **Capital**  
TRAINING

# Presenting Skills

## Overview

This six-hour course develops the core skills required to present confidently and persuasively in a range of workplace settings. Delegates learn how to structure a compelling message, engage an audience, manage nerves, and deliver with clarity and impact. The workshop explores verbal and non-verbal communication, storytelling, visual support, and techniques for handling questions professionally. Through practical exercises and supportive feedback, participants build the confidence to present with authority and authenticity.

## Duration

6 Hours

## Target Audience

Professionals who need to deliver presentations, briefings, pitches, or updates with clarity, confidence, and credibility. Suitable for individuals who want to improve structure, delivery, presence, and audience engagement—whether presenting internally or to external stakeholders.

## Learning Outcomes

By the end of the course, delegates will be able to:

- Identify the key components of an effective presentation.
- Structure content clearly to suit different audiences and objectives.
- Use verbal and non verbal communication to enhance clarity and engagement.
- Manage nerves and project confidence under pressure.
- Build rapport and maintain audience interest throughout a presentation.
- Use visual aids appropriately to support key messages.
- Handle questions and challenging situations with composure.
- Apply practical techniques to deliver presentations with greater impact and credibility.

# Course Content

## Session 1 – Foundations of Effective Presenting

- What makes a presentation effective in modern workplaces
- Understanding purpose, audience, and desired outcomes
- Common pitfalls and how to avoid them
- The presenter's mindset and managing internal dialogue

## Session 2 - Structuring a Clear and Compelling Message

- Creating logical flow and narrative structure
- Opening and closing with impact
- Using stories, examples, and evidence to support key points
- Tailoring content to different audiences and contexts

## Session 3 - Verbal and Non Verbal Communication Skills

- Voice control, pace, clarity, and emphasis
- Body language that supports confidence and credibility
- Eye contact, posture, and movement
- Eliminating distracting habits and filler language

## Session 4 – Building Confidence and Managing Nerves

- Understanding the physiology of nerves
- Techniques for calming anxiety before and during delivery
- Reframing negative thoughts and building self-belief
- Practising confident presence

## Session 5 – Engaging and Influencing Your Audience

- Techniques to capture and maintain attention
- Asking questions and encouraging participation
- Reading the room and adapting in real time
- Creating rapport and connection

## Session 6 – Using Visual Aids Effectively

- Principles of clean, professional slide design
- When to use visuals—and when not to
- Avoiding cognitive overload
- Integrating slides smoothly into delivery

## Session 7 – Handling Questions and Challenging Situations

- Structuring clear and concise responses
- Managing difficult or unexpected questions
- Staying composed under pressure
- Redirecting, reframing, and maintaining control

## Session 8 – Practical Presentation Skills Practice

- Short individual or paired presentations
- Constructive peer and facilitator feedback
- Applying techniques to real workplace scenarios
- Personal action planning for continued development