



presentation skills - PACOPRES ©

objective	To acquire the knowledge and skills necessary to deliver a presentation in a professional way
target group	People who will deliver presentations
topics	<p>Icebreakers : how to introduce and start a presentation?</p> <p>What are the main steps of a presentation process?</p> <p>What are the components of a presentation?</p> <ul style="list-style-type: none">- Speaker<ul style="list-style-type: none">10 basic rules- Audio-visual aids- The message- the structure of the message- how to pass on messages: advantages instead of features (FFB-model)- Audience<ul style="list-style-type: none">- the learning process of adults- how to handle questions- how to manage a balance in the group etc.- how to manage difficult people- Factors of comfort <p>Presentation exercises on video + debriefing by the trainer and the group</p>
duration	2 days