

Presentation Skills

Giving a successful presentation can be one of the hardest parts of many people's jobs.

Ultimately preparation will be the key to success when it comes to giving a presentation, but how do you make sure you are prepared enough?

What about the structure? The content? How should you use visual aids?

Being a successful presenter also involves understanding your audience, their expectations and needs.

This course covers the common mistakes people make when preparing for and giving a presentation so you can avoid these, as well as going over good practice and providing some practical advice that you can put to good use the next time you have a big presentation to make.

Course	Module Number	Module Name	Pass % Required
Presentation Skills	1	Presentation and its Structure	70
Presentation Skills	2	Content	70
Presentation Skills	3	Visual Aids	70
Presentation Skills	4	The Presentation	70
Presentation Skills	5	Listening	70
Presentation Skills	6	Learning Names	70

Recommended System Requirements

- Operating System: Windows 7+ or Mac OSX (10.8+)
- Browser: A modern and up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Additional Software: Flash Player (latest version)
- Download Speed: Broadband (3Mb+)

Duration: 55 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)