

# Presentation Skills



## A 2-day training course in how to design and deliver effective presentations

This Presentation Skills training course is brought to you by Gary Bedingfield Training, specialists in all matters relating to staff development. This course is designed for those who are new to giving presentations and public speaking or those who are looking to develop their existing skills.

### Course Aim

The aim of this course is to provide a full coverage of essential skills to help you deliver dynamic and effective presentations.

### Objectives

- Understand the fear of public speaking
- Be able to structure a presentation and include visual aids
- Be familiar with techniques for handling difficult questions
- Create and deliver a short presentation

### Content

The sessions are as follows:

1. Understanding your fear of public speaking
2. Communication and body language
3. Using visual aids
4. Structuring a presentation
5. Handling difficult questions

**Group Size:** up to 8

**Duration:** 2 days (typically 9:30am to 4:30pm)

For more information, email us at [info@garybedingfield.co.uk](mailto:info@garybedingfield.co.uk)

Gary Bedingfield has been working with private, public and voluntary sector companies, delivering innovative and cost-effective training to staff and learners since 1998. Specialising in Train the Trainer, career progression and personal development, his strong understanding of learning strategies and opportunities, combined with a desire to help people reach their full potential, has seen his services grow in demand throughout the country. Born in Enfield, just north of London, Gary lives in Glasgow with his English Springer Spaniel, George.

**Gary Bedingfield Training**

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