



## 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"><li>- Speaker<ul style="list-style-type: none"><li>10 basic rules</li></ul></li><li>- Audio-visual aids</li><li>- The message</li><li>- the structure of the message</li><li>- how to pass on messages: advantages instead of features (FFB-model)</li><li>- Audience<ul style="list-style-type: none"><li>- the learning process of adults</li><li>- how to handle questions</li><li>- how to manage a balance in the group etc.</li><li>- how to manage difficult people</li></ul></li><li>- Factors of comfort</li></ul> <p>Presentation exercises on video + debriefing by the trainer and the group</p>
duration	2 days