

TECHNICAL PRESENTATION SKILLS OVERVIEW

What we cover:

This 1 day course provides a basis for technical presentation skills improvement. In the IT industry we have a problem – a big problem. We like to spend all our day turning out effective code. Then when it's time to implement, we all look around at each other and ask, "Who will do the presentations for the rollout?"

Ineffective communication costs the UK economy £40 billion per year. So we really need to improve and this is how we do it:

Firstly, who are the audience? Fellow techies, users, Operational staff? Target your speech towards them.

Secondly, create a structure which covers the essentials - the absolute key points. Have an introduction which highlights the key themes, then discuss the key themes in fine detail and then remind them again of the salient points in the conclusion. If you have too much material to cover in your time slot, then be prepared to prioritise and leave out the less important aspects.

Thirdly, there will be a good business reason why you plan to implement something new. Sell the benefits of the project. Make sure everybody understands the benefits and how it affects them. By addressing the audience's interests, concerns, and doubts, you will achieve buy in from them. We'll cover how to handle Question and Answer sessions.

Speak up and speak out. Maintain eye contact, smile, look relaxed – you are sending key messages about yourself here. If they like you and your style of presentation, there will be less resistance to your project or your ideas. Your words, vocal variety and body language must be integrated for maximum impact. When you master these three aspects, it is so much easier to persuade your audience to your way of thinking.

Naturally, we look at PowerPoint and work our way through the essential skills. It's a fun day, it's a learning day and if you have a presentation planned, it becomes a particularly useful investment for you and your business.

Please call Vince Stevenson on 07731-876304 for further details of this Solaris Fundamentals Course or email vince@bdv-unix-skills.co.uk.