



Presentation Skills Programme 2026

Two-Day Development Programme

Confident, clear presentations are essential in today's workplace. This two-day Presentation Skills course will help you plan and deliver presentations that inform, persuade and inspire. Through practical techniques and hands-on practice, you'll develop the confidence, structure and delivery skills needed to communicate your message with impact.

OUR BRAND PROMISE

This course is delivered by experienced professional trainers with a strong track record of developing confident presenters across a wide range of organisations. We combine proven best practice with real-world insight, where participants feel challenged, encouraged and valued. Every session is carefully designed to be practical, relevant and high-quality, ensuring participants leave with skills they can apply immediately and confidence that lasts well beyond the course.



Overall Course Objectives

By the end of the course, participants will be able to:

- Plan and structure clear, engaging presentations
- Present with confidence and credibility
- Use voice, body language, and visual aids effectively
- Handle nerves, questions, and challenging audiences
- Adapt their style for different audiences and situations

Secure your place

Strengthen your presentation skills, communicate with clarity and confidence, and elevate performance at every level.

Date: 25/26th June

Location: Inverness

Price: £295 per person

Call us on 01463 832173 or email info@highlandlearningacademy.co.uk Louise will provide all the information required and answer any query's.



Day 1: Foundations of Effective Presentations

1. Welcome and Course Overview

- Introductions and expectations
- What makes a great presentation?
- Setting personal goals for the course

2. Understanding Your Audience

- Identifying audience needs and expectations
- Adapting content and style
- Defining a clear purpose and message

Activity: Analyse a sample audience and tailor a message

3. Structuring Your Presentation

- Clear openings, middles, and endings
- Creating strong key messages
- Using stories, examples, and evidence
- Signposting and flow

Activity: Build a simple presentation structure

4. Managing Nerves and Building Confidence

- Understanding presentation anxiety
- Practical tools to reduce nerves
- Developing a confident mindset

Practice: Breathing and focusing techniques

5. Voice and Body Language

- Voice: pace, tone, volume, and emphasis
- Body language: posture, gestures, eye contact
- Aligning verbal and non-verbal messages

Activity: Short practice presentations with peer feedback

6. Day 1 Review and Reflection

- Key learning points
- Personal action notes for Day 2



Day 2: Skills in Action and Advanced Techniques

1. Review and Warm-Up

- Recap of Day 1
- Confidence and voice warm-up exercise

2. Visual Aids and Slides

- When and how to use slides
- Designing clear, impactful visuals
- Avoiding common slide mistakes

Activity: Improve a poorly designed slide

3. Engaging Your Audience

- Techniques for interaction and involvement
- Asking effective questions
- Using stories and examples to maintain interest

4. Handling Questions and Challenges

- Managing Q&A sessions
- Dealing with difficult questions or interruptions
- Staying calm and professional under pressure

Roleplay: Practice challenging Q&A scenarios

5. Presenting in Different Situations

- Meetings, briefings, and formal presentations
- Virtual and hybrid presentation tips
- Adjusting style for senior audiences or large groups

6. Final Practice Presentations

- Each participant delivers a short presentation
- Structured feedback from trainer and peers
- Focus on strengths and development areas

7. Personal Action Planning and Close

- Individual development plans
- Key takeaways
- Course feedback and close