

## Milestones to Success – Presentation Skills course

Listed below are some of the skills and techniques which will form an important part in your success on the **Axio Development** Presentation Skills training course. They are organised into 5 categories – we refer to them as the milestones to success. So that you can identify the benefits you want to gain and to measure your progress tick the circles alongside the areas that you identify as being particularly relevant to you, then prioritise the 5 main areas in order of importance: 1 being the highest, 5 the lowest. Bring this page with you to the course.



### Preparing yourself

- Knowing the skills involved
- Avoiding the nerves when you know you have to present
- Understanding the audience
- Understanding the use of words, tone and body language
- Stepping out of your comfort zone



### Preparing the content and structure

- Use of professional openings and closing for greater effect
- Getting your message across
- Understanding and using non-verbal communication
- Practicing beforehand



### Presentation skills and techniques

- Using hand and body movement to get your point across
- Effective pace and voice modulation
- Use of silence to make a point
- Using positive words and phrases



### Presenting with confidence and influence

- Speaking with conviction and confidence
- Communication with influence
- Controlling your attitude
- Handling questions and interruptions



### Handling technical presentations

- Understanding the challenges of technical communications
- Avoiding internal jargon
- Using an analogy to help understanding
- Using an exhibit effectively

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[www.axiodevelopment.co.uk](http://www.axiodevelopment.co.uk)  
[info@axiodevelopment.co.uk](mailto:info@axiodevelopment.co.uk)  
 0161 764 1421

What will progress in these areas allow you to achieve?