

Presentation Skills

Presenting yourself and your ideas with confidence, impact and great conviction is of primary benefit for all nurses and midwives. This course provides strategies on how to make an effective presentation; how to speak in order to hold interest while remaining professional in tone, as well as how to effectively compile and deliver presentations.

Outline of Day

Note: Category 1 Approved by Nursing and Midwifery Board of Ireland (NMBI)

09.00	Registration
09.15	Role of the Presenter <ul style="list-style-type: none"> • Communication Skills • Listening Skills • Recall and Retention
10.15	Tea / Coffee
10.30	Preparing the Presentation <ul style="list-style-type: none"> • Understand and Know Your Audience • Enhance with Context / Relevance / Hard Facts • Presentation Format and Structure
12.30	Lunch
13.15	Preparing Yourself <ul style="list-style-type: none"> • Subject Knowledge • Anticipate Questions • Hand-outs Relevant for the Audience • Rehearse
14.15	Delivering Your Presentation <ul style="list-style-type: none"> • How to Make Impact • Voice / Body Language / Eye Contact • Handling Questions • Dealing with Difficult People / Situations • Delivery Habits to Avoid
15.30	Practical Presentations and Coaching
16.30	Questions, Evaluation and Close

Aims and Objectives

- To equip nurses and midwives with the skills they need in order to prepare and deliver an effective presentation.
- To demonstrate how to present ideas with confidence, impact and conviction.
- To provide information on strategies to apply when preparing and compiling an effective presentation and how to speak interestingly while remaining professional in tone.
- To show how to effectively compile presentations that are based on sound material and sources and to deliver them with purpose.

Sample Reading List

- Borg, J. (2009) Body language; 7 easy lessons to master the silent language, London: Financial Times Publishing.
- Grose, R. (2010) How to sell yourself, London: Kogan Page.
- Shepherd, M. (2006) 'How to give an effective presentation using PowerPoint', European Diabetes Nursing, 3(3), pp. 154-158.

For more information on this course or to enrol, contact the INMO Professional Development Centre by phone on 01 6640641/2, email pdc@inmoprofessional.ie, or visit <https://inmoprofessional.ie>