BRITISH COUNCIL

Power Up Your Presentations: Natural, Confident, Engaging Delivery

Core skills developed

- Decision making & judgement
- Productivity & personal effectiveness
- Leading self & others
- Digital literacy & tool confidence
- Effective communication
- Adaptability & learning agility
- Relationship & stakeholder management
- Analytical thinking & problem solving

Presentations that resonate, build rapport and sustain attention.
In an environment of competing priorities and digital distractions, a presentation only succeeds if the audience can easily process and value the information. This course provides a practical framework to move away from static slide sharing toward delivering high impact briefings, pitches, and updates that drive results. Whether presenting in person or online, participants learn to use AI tools to handle the heavy lifting of preparation, allowing them to focus on how their message is received by diverse audiences.

By mastering the small choices that hold attention, including vocal variety and the management of interruptions, professionals ensure their presence remains steady and their contributions are heard across all levels of an organisation.

Benefits

- Participants will maximise their workplace impact and audience engagement by transforming information into resonant experiences that drive collective action.

- Stakeholders will be more engaged during meetings and briefings, absorb information easily, and be better placed to support decisions and act appropriately.

- Your organisation will accelerate decision-making and improve operational efficiency by ensuring information is presented in a way that is easy to follow and act upon.

Modules

Benchmarking your current presentation skills **1**

- Reviewing presentations using the 4Ps presentation process
- Evaluating current performance and setting personal goals

Competency: Review personal presentation performance against clear criteria to identify strengths and set goals for improvement.

Positioning presentations for the audience **2**

- Clarifying the primary objective of the presentation to ensure the audience stays focused
- Profiling stakeholder expectations to ensure the level of detail is appropriate

Competency: Synthesise ideas into a message that resonates with the specific audience and context.

Shaping the flow of presentations **3**

- Using tools to build a logical flow that moves from information to clear conclusions
- Using verbal signposts so the audience understands the direction of the talk

Competency: Adjust the structure and sequencing of presentations so ideas connect clearly and flow logically.

Making your presentation memorable **4**

- Using verbal techniques to keep people tuned in
- Making sure openings and closings are clear and intentional

Competency: Use verbal communication techniques to maintain attention and momentum throughout a presentation.

Optimising slides and visuals **5**

- Storyboarding content to plan visuals that reinforce messages
- Avoiding common design problems

Competency: Create clear and visually appealing slides to enhance understanding of your presentation.

Presenting with control and confidence **6**

- Establishing a steady and credible presence in professional settings
- Ensuring body language matches the intent and importance of the message

Competency: Use non-verbal communication to support spoken content and project confidence when presenting.

Navigating interruptions and questions smoothly **7**

- Staying on track when unexpected questions or technical shifts occur
- Leading focused Q&A sessions that reinforce the most important information

Competency: Respond professionally to questions and interruptions while maintaining composure and presentation flow.

Presentations mini-clinic **8**

- Reviewing presentation performance against effective practices
- Creating an action plan for more consistent delivery in daily work

Competency: Develop a practical action plan to strengthen future presentation performance at work.

Outcomes

★ Structure presentation content and supporting materials logically to ensure the message lands clearly and maintains engagement.

★ Project professionalism and control in real-world settings through purposeful body language and vocal emphasis

★ Handle questions and interruptions professionally, responding clearly and appropriately while maintaining focus on key messages.