



Presentation Skills Training Course: Storyline, Slides and Confident Delivery



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Introduction:

The Presentation Skills Training Course on storyline, slides and confident delivery is a 5-day course for specialists, team leaders and supervisors who present at work, and it ends with a Presenter Feedback File built around a recorded final presentation. Units lose time and credibility when updates overrun, slides are crowded with text and numbers, and questions from colleagues or customers go unanswered. Nominees already give team updates, project reports or customer demos, and the course is taught through role-play rehearsals with video playback and peer feedback. CoreConcept Training Center delivers this presentation skills course.

Course Objectives:

- Plan a work presentation from a defined audience, objective and time slot before opening presentation software
- Structure a storyline with a clear opening, signposted body and close that states the key takeaway
- Design readable slides and simple charts that let colleagues and customers grasp numbers at a glance
- Deliver with controlled voice, eye contact and gestures while managing nerves before and during the talk
- Answer questions, interruptions and challenging remarks from an audience in the room or on a video call
- Produce a Presenter Feedback File comparing a baseline recording with a scored final presentation

Target Audience:

- Specialists who present technical findings, analysis or project status to colleagues and managers
 - Team leaders who run team briefings, shift handovers and weekly progress updates
 - Supervisors who explain new procedures, targets or changes to their teams
 - Customer-facing staff who give product demos, service briefings or proposal walkthroughs
 - Project and support staff who present on video calls to remote and hybrid audiences
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Course Outline:

Day 1: Presentation Foundations, Audiences and Baseline Recording

- Presentation Types From Team Updates to Customer Demos
- Audience-Objective Worksheet for Listeners, Purpose and Desired Action
- Time Budget Planning for Short and Long Presentation Slots
- De Grez Rubric Criteria for Content, Delivery and Professionalism
- Two-Minute Baseline Video With Self and Peer Scoring

Day 2: Storyline, Structure and Slide Design Methods

- Sticky-Note Storyboarding Before Opening Presentation Software
- Opening, Body and Close Pattern With Key Takeaway
- Signposting Phrases, Transitions and Recap Sentences for Listeners
- One-Idea-per-Slide Headlines and Visual Hierarchy Rules
- Slide Master, Typography and High-Contrast Colour Choices

Day 3: Building Slides, Data Visuals and Delivery Technique

- Chart Choice for Comparisons, Trends and Proportions
- Simplifying Tables and Numbers Into Single-Message Visuals
- Images, Icons and Short Video Clips in Slides
- Voice Warm-Up for Pace, Pauses, Volume and Tone
- Eye Contact, Gestures and Positioning Beside the Screen

Day 4: Nerves, Questions, Virtual Rooms and Short Formats

- Nerves Plan Using Breathing, Reframing and Graded Exposure
- Question Handling Sequence for Clarifying, Answering and Bridging
- Difficult Audience Behaviours Including Interruptions and Silent Rooms
- Webcam Framing, Presenter View and Screen Sharing for Hybrid Audiences
- Elevator Pitch and Three-Minute Status Update Formats

Day 5: Role-Play Rehearsals and the Recorded Final Presentation

- Peer Rehearsal Rounds With Timed Run-Throughs and Notes
 - Customer Demo Role-Play With Objections From the Floor
 - Hybrid Team Update Role-Play With Remote Participants
 - Recorded Final Presentation Scored Against the Baseline Video
 - Presenter Feedback File and Personal Practice Plan Completion
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Skills You Will Gain:

- Audience and Objective Analysis
- Presentation Storyboarding
- Slide Layout Design
- Data Simplification
- Vocal and Physical Delivery
- Presentation Nerves Control
- Audience Question Handling
- Virtual Presenting

Why Attend This Course:

- Hand the line manager a Presenter Feedback File with baseline and final recordings, scored rubrics and a slide template
- Judge whether a message needs a full slide deck, a three-minute verbal update or a short pitch
- Reduce overrunning meetings, unreadable slides and unanswered customer questions that slow decisions and damage trust
- Share the audience-objective worksheet, storyboard method and rubric with colleagues who also present

Conclusion:

Back at work, the participant gives the line manager a Presenter Feedback File containing the baseline and final recordings, scored rubrics, a reusable slide template and a personal practice plan. The manager can use it to decide which team updates, customer demos or training sessions the participant should now lead, and which colleagues would benefit from the same templates. After the first three presentations, the manager and participant should review timing, audience questions and rubric scores against the final recording and adjust the practice plan.

Frequently Asked Questions FAQ:

What should participants prepare before the presentation skills training course on storyline, slides and confident delivery?

Participants should bring a real presentation they give at work, such as a team update or customer demo, with its slides if available. No design software expertise is needed; basic familiarity with a presentation tool such as PowerPoint is enough.

How does this presentation skills training course differ from a boardroom or executive presence course?

It trains everyday presenters at operational level for team updates, customer demos and short pitches. Boardroom courses focus on decision papers for governing bodies, and executive presence courses address senior leaders speaking at keynotes and town halls.

How many slides does a presentation skills training course recommend for a ten-minute talk?

There is no fixed count. The course plans from the time slot and the key takeaway first, then gives each slide one idea, so the number follows the storyline rather than a rule of thumb.

What do participants take back from the presentation skills training course on storyline, slides and delivery?

Participants take back a Presenter Feedback File with baseline and final recordings, scored rubrics, an audience-objective worksheet, a storyboard, a reusable slide template and a personal practice plan.
