



# Presentation Skills Course Brochure

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1 Day Practical Workshop



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# The Right Fit.....For You

**Our Presentation Skills Course has been designed to help learners to develop the confidence and capacity to deliver compelling and influential presentations in a dynamic and thought-provoking way.**

Our one-day **Presentation Skills** course will provide learners with a strategy for taking the focus off their nerves by **being knowledgeable, well practiced and prepared.** The course also focuses on understanding the audience you are presenting to and how you can **prepare the right content for them and keep them engaged throughout.**

At the end of the course each learner will be **equipped with tools to deliver presentations confidently** and to a high standard.

All of our training sessions are highly interactive and include facilitated discussions, group workshop activities, case study and role play exercises.

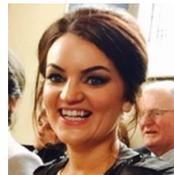
*"Everyone thought Andrew was great and the course really developed their skills as internal trainers."*

**Dearbhla Casey, HR Manager, Irish Country Meats**



*"We are all very happy with the training carried out last week & will definitely be in contact in the future"*

**Aoife O'Rourke, Key Account Manager, Tool & Plastic**



*"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."*

**Jonathan Latimer, Fleet Training Instructor, City Jet**





# Why Choose Our Presentation Skills Course

DCM Learning's Presentation Skills course aims to provide learners with the key skills to develop the confidence and capacity to deliver compelling and influential presentations and provides learners with a strategy for taking the focus off their nerves.

## Specific reasons to choose this course:



**Experienced:** We have trained over 284 individuals successfully in Presentation Skills over the last two years.



**Support:** 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



**Experienced Training Team:** Our trainers are Training Practitioners with years of industry experience as well as vast training experience.



**Quality Assured Training:** Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

## You're in Good Company

We have delivered the Presentation Skills programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.





# Presentation Skills Course

## COURSE OVERVIEW

The aim of this course is to provide learners with the key skills to develop the confidence and capacity to deliver compelling and influential presentations.

The course will provide learners with a strategy for taking the focus off their nerves by being knowledgeable, well practiced and prepared. The course also focuses on understanding the audience you are presenting to and how you can prepare the right content for them and keep them engaged throughout.

## LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Have more confidence speaking/presenting to large groups
- Use storytelling to support their message
- Adapt their presentation/speech to suit each audience
- Make effective use of visual aids to support their message
- Understand the impact body language has on the presentation process
- Identify key areas they need to work on to improve their presentations/speeches

Below you will find a proposed course outline detailing all the topics covered on the training programme.



# Course Contents

## TOPIC 1: PREPARATION

- Aims and objectives - focusing on the key message
- Tailoring content and delivery for different audiences
- Refreshing old material
- Designing creative visual aids
- Preparing stories to support your message
- Bad presentations/speeches - what to avoid

## TOPIC 2: DELIVERY SKILLS

- Developing powerful body language
- Positive language and appropriate gestures
- Connecting and interacting with your audience
- Top techniques for influence and credibility
- Effectively using appropriate visual aids

## TOPIC 3: ADAPTING YOUR DELIVERY

- Profiling your audience for levels of interest and influence
- Adapting to different levels of understanding
- Dealing with difficult people, handling objections and thinking on your feet
- How to communicate technical details to non-technical and technical people
- Getting your point and ideas across clearly and persuasively

## TOPIC 4: PRACTICE SESSIONS

- Each person will be asked to make a 5-minute presentation on a topic of their choice



## Ger Ahearne

### Training Associate

Ger Ahearne is an established progressive and successful training consultant who designs, develops and delivers bespoke training.

She has lectured and trained hundreds of participants in educational establishments, voluntary sector organisations and private companies.

Ger has a strong academic background, extensive practical experience, and excellent communication skills. Her courses are well prepared, provide solid content and above all are enjoyable. She has the ability to help learners grow in confidence and to achieve things they never thought they could in order to reach their true potential.

Some of Ger's achievements include:

- Diploma in Teaching, Learning & Assessment (level 9) from Athlone Institute of Technology
- Diploma in Digital Marketing (level 5) from Irish Times Training
- MA in Management in Education - First class Honours from Waterford Institute of Technology
- Foundation Diploma in Training and Education from NUI Galway
- Diploma in Promotion Management from Dublin Institute of Technology
- Certificate in Advertising Studies from Dublin Institute of Technology
- BA - English & History from UCD

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*"The training with Ger was fantastic, she's really great! It was very interactive and having worked and trained here for over 10 years, I still learned a lot, that's always a great sign."*

**Jared Robinson, EUS Team Lead, Boston Scientific**





## Brendan Murphy

### Training Associate

Brendan is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has long experience of group facilitation in a variety of settings with a knack for individual performance improvement.

Brendan brings his vibrant enthusiasm for training to every course he delivers. His resulting style is participative and inclusive, which empowers learners to develop their skills and achieve great results from training.

Some of the areas Brendan specialises in are: Communications, Effective Writing Skills, Public Speaking, Management and Minute Taking.

Some of Brendan's qualifications include:

- FETAC Level 6 Train the Trainer with Distinction
- Diploma in Business & Executive Coaching, Smurfit Business School
- Higher Diploma in Education, St. Patrick's College, Maynooth
- BA in English and Theology, St. Patrick's College, Maynooth

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*"Many thanks for this and for your excellent facilitation of the session. My colleagues and I were very pleased with the programme and several of them asked me to commend you for the way in which you managed the morning."*

**Graeme M. Warren, Head of School of Archaeology, UCD**





# Inhouse Training, One Size Doesn't Fit All.

**Does your team need training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.**

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
<b>Cost</b>	€1,095 per day	€995 per day	€895 per day
<b>Materials</b>	Included	Included	Included
<b>Travel Expenses</b>	Included	Included	Included
<b>Areas Covered</b>	All Counties	All Counties	All Counties
<b>Customisation</b>	Course Customised	Course Customised	Course Customised
<b>Survey</b>	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
<b>Account Management</b>		Dedicated Account Manager	Dedicated Account Manager
<b>Free Public Course</b>		1 Free Place	3 Free Places
<b>Public Course Discount</b>		15%	25%



# Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the  
right course**

**DUBLIN**

- ☎ 01 5241338
- ✉ [dublin@dcmlearning.ie](mailto:dublin@dcmlearning.ie)
- 📍 Guinness Enterprise Centre

**CORK**

- ☎ 021 2429691
- ✉ [cork@dcmlearning.ie](mailto:cork@dcmlearning.ie)
- 📍 Atrium Business Centre  
Blackpool Business Park

**DROGHEDA**

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