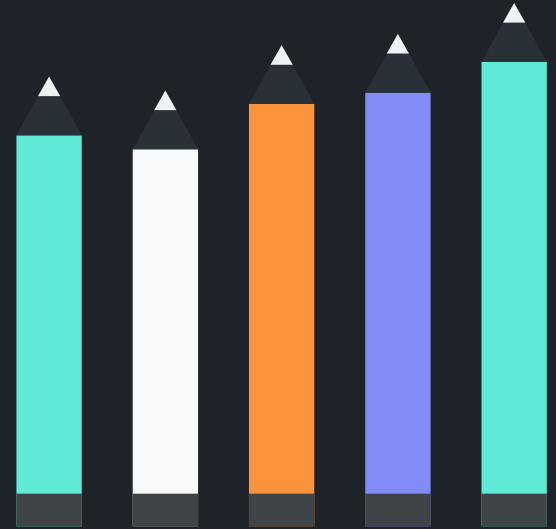


SKILLS BOOTCAMP

01 Presentation Skills Bootcamp

Plan, design and deliver talks people remember

Trainer Name · Half day · Students and young professionals



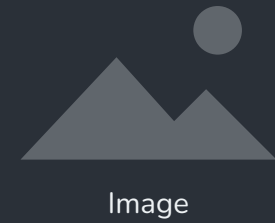
Agenda

01 Introduction

02 Core skills

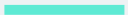
03 Practice

04 Apply



01

INTRODUCTION



**A good idea badly presented
is a lost idea.**

Why this workshop

What you will learn

- Build a talk around one big idea
- Design simple, visual slides
- Speak with confidence and pace
- Handle questions gracefully

GROUND RULE

**Everyone presents
for two minutes
today.**

The case for change

10 s

to win or lose attention

6

words per slide is plenty

3

points people remember

Illustrative figures for discussion.

02

CORE SKILLS

Plan the story

01

Hook

Open with a question, fact or story.

02

Three points

Each with one example.

03

Call to action

End with what you want them to do.

Rehearse like a pro

01

Outline

Story on one page

02

Draft

Build slides last

03

Rehearse

Out loud, three times

04

Refine

Cut 20% of the words

Do this, not that

Do

- Look at people, not slides
- Pause after key points
- One idea per slide

vs

Avoid

- Reading your slides
- Apologising for nerves
- Rushing the ending

03

PRACTICE

Try it: Two-minute talk



Activity photo / worksheet

Present one idea in two minutes with three slides.

Prepare for fifteen minutes, then present to your table. Each listener gives one "keep" and one "try" note.

Practice checklist

Step	What good looks like	Self-check
Hook	First 10 seconds land	☐
Structure	Three clear points	☐
Slides	Big text, few words	☐
Close	Clear call to action	☐

Tick each item during the practice round.

Workshop agenda





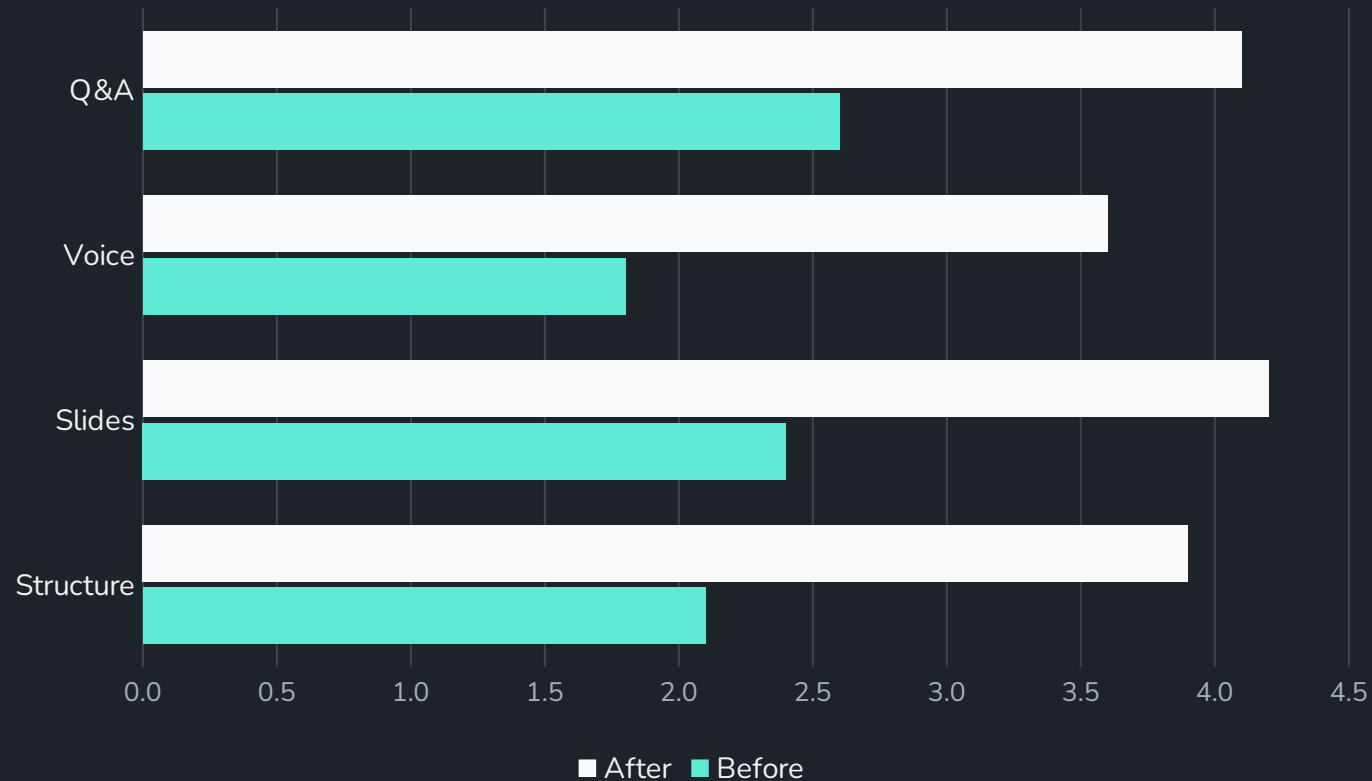
*Make it simple. Make it memorable.
Make it yours.*

WORKSHOP FACILITATOR

04

APPLY

Confidence before and after



Self-rated confidence on a 5-point scale (sample data).

Sample data for illustration — replace with your own figures.

Your 30-day action plan

01

Week 1

Record yourself once.

02

Week 2

Present at a team meeting.

03

Month 1

Volunteer for a bigger audience.

Key takeaways

- One big idea
- Slides support you
- Rehearse out loud
- Finish strong

Now go and practise

Questions, feedback and next steps.

Trainer Name

training@yourdomain.in