

SKILLS BOOTCAMP

Presentation Skills Bootcamp

Plan, design and deliver talks people
remember

FACILITATOR

Trainer Name

DURATION

Half day

AUDIENCE

**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

1

Hook

Open with a question, fact or story.

2

Three points

Each with one example.

3

Call to action

End with what you want them to do.

Rehearse like a pro



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.

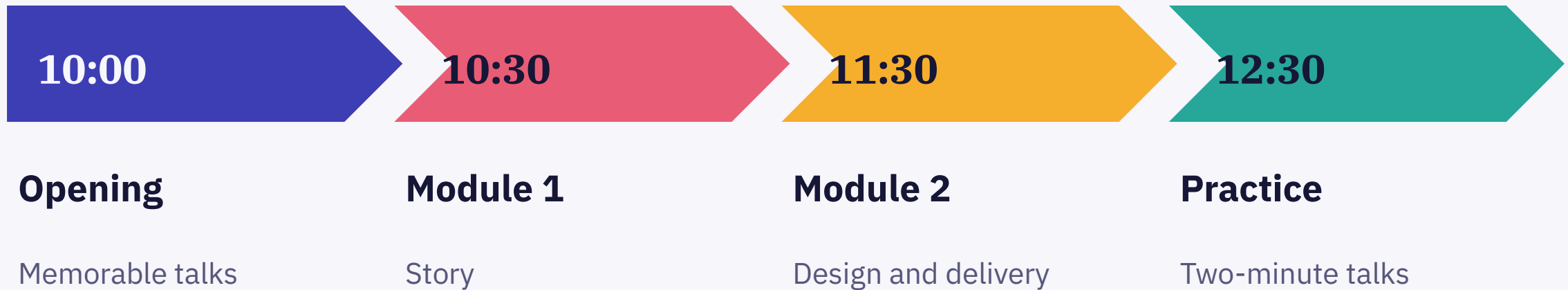
Prepare for fifteen minutes, then present to your table. Each listener gives one "keep" and one "try" note.

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





Portrait image

“

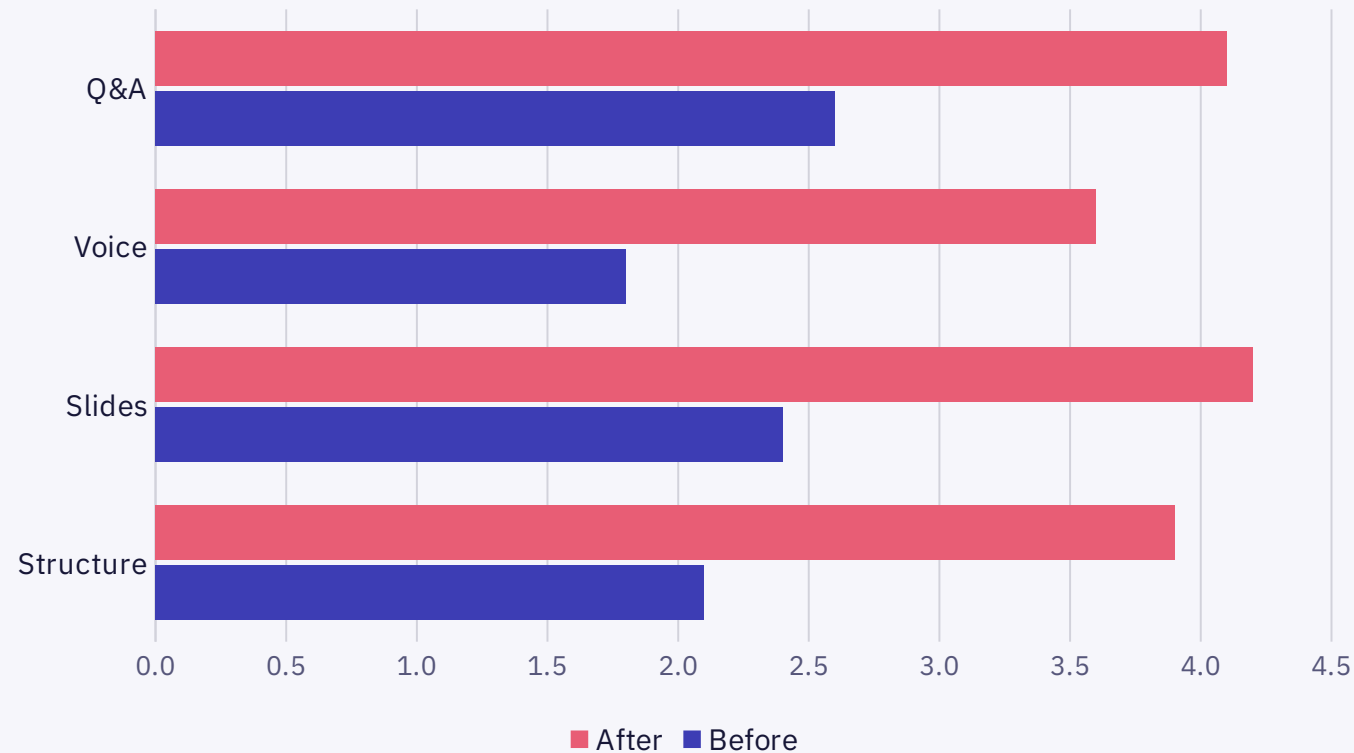
Make it simple. Make it
memorable. Make it yours.

— 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

1

Week 1

Record yourself once.

2

Week 2

Present at a team meeting.

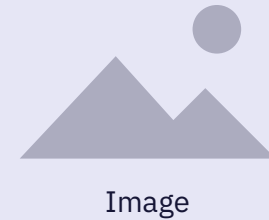
3

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.

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