

## Public Speaking & Presentation Skills

<b>Duration:</b>	2 Afternoons/1 Day	<b>Time:</b>	TBC
<b>Venue:</b>	Orkney College	<b>Dates:</b>	Date on Application
<b>Cost:</b>	£100.00		

### Qualification:

Orkney College Short Course Certificate

### Target audience:

Anyone who is required to speak in public or give a presentation

### Course content:

The course will cover the following topics through practical sessions

- Use of effective presentation equipment and resources
- Setting out information
- Putting together a presentation
- Giving a short presentation