



## **Presentation Skills for Library and Information Professionals (1 Day): Library Association Training Package (Training Packages Series)**

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This course is designed as a modular two-day programme for LIS staff. It can either be delivered as a complete two-day course, or as 15 separate sessions ranging from 30 to 90 minutes. The course contents include coverage of: the importance of effective communication; barriers to effective communication; presentation practices; what makes a good presentation?; dealing with stress and anxiety; audience analysis; aims and objectives; planning the structure; visual aids; delivery; and action planning.

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