

Presenting Reports to Committee

This programme has been written for officers whose role involves presenting reports to cabinet/committees, and who are keen to develop their skills in identifying and communicating key messages.

Programme objectives

By the end of this programme, delegates will be able to:

1. Isolate key points from their report
2. Plan and organise information into a logical, flowing structure
3. Prepare PowerPoint slides to support the presentation's main points
4. Use voice and tonality to convey gravitas
5. Choose confident language
6. Manage challenging questions from councillors.

Further information

Whilst there will not be any skills practise included some short videos clips will be included that will provide participants with an opportunity to critique.

Delegates will be provided with copies of the PowerPoint slides after the event.

Duration: Two hours