

Content

Benchmarking

- a brief presentation at the start to allow participants to demonstrate current capability and assess their personal start position

Planning and preparation

- analysing aims and deciding on your objectives
- profiling the audience and pitching your presentation accordingly
 - structuring the presentation
 - selecting content and planning the presentation
 - rehearsal, style, choice of venue and room layout

Flawless delivery

- managing nerves, the first 30 seconds, achieving composure
- encouraging audience interest, involvement and participation
- emphasising and elaborating on the key message
- effective use of graphics, visual aids and supporting materials
- maintaining structure and flow
- difficult audiences and situations
 - handling questions.

Professional Presentations

Personal Impact

As a professional, you have to influence, impress, sell to customers or gain buy-in from senior managers and colleagues. You need to give clear, well-structured, informative and engaging presentations that have a positive impact on the audience.

This programme assumes little or no previous training. It is designed to build confidence by providing an understanding of the key principles, and frequent opportunities to practise techniques.

Benefits

By the end of the programme you will be able to:

- deliver purposeful, structured and persuasive presentations
- plan high quality presentations that achieve maximum impact
- make presentations with personal composure
- control and sustain peak performance during challenging presentations
- get your message across clearly, succinctly and with confidence.

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Approach

The programme is practical, hands-on and uses examples that highlight good practice and common pitfalls. Participants learn the skills of successful presentation through a combination of practise, discussion and feedback.

Participants will make at least two presentations and DVD is used to raise self-awareness and to assist with constructive feedback and learning. The facilitator: participant ratio is no more than 1:6.

Who should attend?

Anyone who addresses groups or makes presentations, whether in a formal or informal setting, and needs to develop their skills and confidence.

Programme information

Duration: Two days

Price: £925 (excluding VAT)

Dates and locations:


13th - 14th May 2008 • London

22nd - 23rd October 2008 • Surrey

24th - 25th March 2009 • Midlands

For further details please call

John Baldwin on 01306 621600.



"Brilliant. Excellent facilitator and support materials. The first time I can say this about any course!"

Dalene Matthews,
The Children's Society