

DURATION: One day public open course – or run for your own in-house group

SUITABLE FOR: Any individual who has to present either in-house or to clients. The programme has been designed to target the areas that tend to let presentations down and is a very hands-on experience. You build confidence and creative skills to empower your presentation and presentation style, using a variety of methods to enforce the objectives. The use of video and playback allows you to practise and develop techniques, tone and pitch, see how they are perceived.

Objectives

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

- Use your body language, voice and delivery when presenting
- See how using your presentation can engage and excite rather than bore and alienate an audience
- Understand the mixed signals you may be sending out and the effect they have
- Use new tools to deliver a clear high impact message and practise bringing all the techniques together with your own presentation

Programme

Pre-course Preparation

- Candidates should bring either on laptop or USB a maximum 10 minute presentation relevant to their work or of a subject of their choosing to present to the group

Introduction & Workshop Objectives

- Establish what you want to achieve and identify what issues you have when presenting
- Reassure you that video can help your style and technique

Characteristics of a Good Presentation

- Knowledge required to make a presentation have real impact
- Seeing yourself as others see you
- Research and rehearsal
- Death by PowerPoint – avoid the obvious and enhance your presentation

The Fear Factor

- Confidence building through understanding of what worries us when we present
- Physical and visual skills – speech and body language techniques
- Audience management – is your message getting through

The Maxims for Presenting

- The presentation – rules for delivery
- The situation – setting and reason
- The speaker – stop worrying about what others are thinking – engage and deliver
- Handling questions – means of getting time to think

Time to Deliver

- An opportunity to deliver your presentation and receive feedback, tips and guidelines to develop and polish your style.

The Way Forward

- Taking ideas back to the workplace and putting them into action



CPD Certified
6 Learning Hours
6 Points

For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk