

Speak with impact – In-Depth Presentation Skills

Duration: 2 days

Why Come?

Get your words and impact right and you can change the world with a few well-crafted sentences and an inspiring presentation.

Aim: Provide participants with highly professional resources to make their presentation outstanding and impact their audience.

Who should attend: Those who regularly have to give presentations, and who already have some experience.

Outcomes: By the end of the session, participants will:

- Identify ways to turn their presentation skills into a natural asset
- Practice techniques to move an audience: with emotions, persuasion & actions
- Identify effective ways to deal with difficulties including managing the Q&A session
- Practice – preparation and delivery

Content: The training will cover:

- Review of the basics: preparation, structure & delivery
- Researching your audience and adapting your speech accordingly
- Creating rapport and inspiring your audience
- Adding impact to your presentation: voice, body language and props
- Adding strength and authority
- Handling the unforeseen and Q&A
- Managing nerves
- Two short presentations prepared during the day
- One 15-minute video-taped presentation: to be prepared prior to attending the training*
- Receive feedback from tutor and their peers to build on and improve their skills
- Action plan to move on
- Evaluations

PLEASE SEE OVERLEAF FOR PRE COURSE WORK

Methodology:

- Group discussion
- Individual reflection & preparation
- Lots of practice
- Group & peer feedback
- Video recording

Timings:

0930 Registration and Coffee

1000 Course starts

1630 Course Finishes

Mid-morning coffee, lunch and afternoon tea provided

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Pre Course Work -10-15-MINUTE PRESENTATION

Hello

We are looking forward to working with you during this 2 day course and giving you maximum opportunity to practice your presentation skills and get some practical and useful feedback. To support this we ask you to do a little pre course preparation.

During day 2 of the training session, each participant will deliver a 10-15-minute presentation, which will be videotaped. It is a requirement that you prepare this presentation *prior* to attending day one. Building on your newly acquired skills you will then be able to revisit it between day 1 and day 2.

The topic for your 10-15 minutes presentation needs to be about something in relation to work. Here are some examples -

- a presentation about your organisation in view of attracting funding;
- a presentation to promote or feedback on a project ;
- a presentation about your organization – to promote it;
- a presentation for a special event or speaking engagement you are attending.

It can be a presentation you are about to deliver and want to rehearse or something you have delivered before and would like to improve on or have feedback on. As you only have 10-15 minutes, it may be a section of a longer presentation.

You may deliver the presentation with or without multi media support such as Power Point – this is absolutely your choice and preference. Both can have equal impact when done well.

Do note though, while the trainer will give feedback and guidance on effective use of multi media, this course does not include technical training in this area.

Laptop, data projector, screen and Wifi access will be available on both days, so do bring along any files on a memory stick **on day one** and we can get them 'uploaded' to save time on day two.

You will also be asked to prepare a short 3 minute presentation on day one – no pre course preparation is needed for this as we will do this work on the day. This will also be recorded.

Following the training you will all receive a DVD with all the presentations on – your own and everyone else's. This allows you to review your presentation and continue your learning and development after the course.

Finally – a word of comfort ...

Despite *some* anxieties beforehand, participants always come away from the training feeling that the opportunity to practice and 'see themselves in action' on the video is a really valuable and supportive part of their learning experience. We are sure you will too.

Do call us if you have any questions, concerns or requests.

We look forward to meeting you.

Best regards

The Training Team