

# Advanced Presentation Skills

## One Day Workshop

### Why Attend?

Having attended the two-day Presentation Skills workshop, this day will take your skills to another level. It is an opportunity for you to refresh and consolidate your learning as well as experiencing more advanced techniques. You may have found that sometimes you are too reliant on a script of bullet points? Perhaps you want to really connect with a more human touch? Have you ever wished you could really think on your feet? This programme will enable you to start developing the flexibility that is the hallmark of top presenters.

### What Will You Learn?

Objectives: By the end of the two days you will be able to:

- Connect with every audience member right from the start of your presentation
- Use a range of advanced presenting styles to achieve the required impact
- Think even more quickly on your feet in the face of difficult people and objections
- Adopt a much more flexible style in getting your message across

### Specifically you will learn:

- How to identify 'problem people' in an audience and how to get them on board
- How to get your presentation off to a winning start
- How to get yourself into a confident state for presenting
- How to use advanced techniques in voice and body language to create impact
- How to accelerate the process of gaining rapport with an audience
- How to have presence with an audience and put across the real 'you'
- How to develop charisma in your presentation style
- How to bring presentations to life – creating entertainment and fun
- How to think quickly on your feet
- How to deal with tricky questions or objections
- How use a planning and presenting structure that keeps you in control

### How Will You Learn?

By actually putting the skills into action and receiving immediate coaching and feedback.

**PRE-COURSE PREPARATION:** Please bring 10 minutes worth of material to present. This could be extracts from an existing business presentation, in which case please include your first 3 minutes, a piece from the middle and also your final 3 minutes. Alternatively, bring a complete 10-minute presentation on a business topic. Bring your visuals in the form of overhead transparencies. A flipchart will also be available.

### What If? What will I be able to do once I have learned these skills?

You will be putting these advanced skills straight onto practice on your next business presentation. You will feel even more confident when talking to large or small groups.

