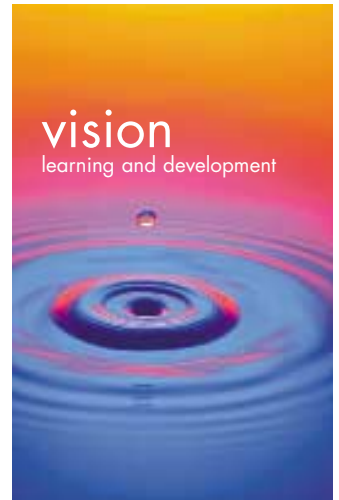


Presentation Skills For Business

Two Day Workshop

Why Attend?

Success in business today depends not only on what you have to say but also on how you put your ideas across. Even the strongest business case will fail to impress if it is not presented in a clear and professional manner. You may have been in situations where you did not feel confident in speaking to groups. You may have wondered where to stand or what to do with your hands. Perhaps you have occasionally been thrown off track by an awkward question. This workshop will enable you quickly learn the secrets of professional presenters and help you to do justice to your ideas by presenting them with impact.



What Will You Learn?

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

- Effectively plan and structure a presentation
- Deliver your presentations with confidence and impact
- Confidently handle visual media to enhance your presentations
- Interact effectively with an audience and handle questions

Specifically you will learn:

- How to clarify and write the objectives of a presentation
- How to plan and structure a presentation to meet the required objectives
- How to balance desired objectives with time available and nature of the audience
- How to quickly gain rapport with an audience
- How to boost the motivation level of the audience to listen to your presentation
- How to use your voice qualities and body language to connect with a group
- How to utilise stance and movement to best effect
- How to use a range of methods for responding to audience questions
- How to get an audience involved through posing questions
- How to overcome nerves and boost up your confidence
- How to apply simple principles to use any visual medium effectively

How Will You Learn?

The workshop is highly practical and will enable to apply the principles easily to your own situations. You will have plenty of opportunity to make presentations and receive professional coaching and feedback.

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

You will be able to immediately increase your effectiveness in speaking any kind of group. Whether you are speaking at a small in-house meeting, presenting to a client or addressing a large audience, you will be able improving your performance straight away.