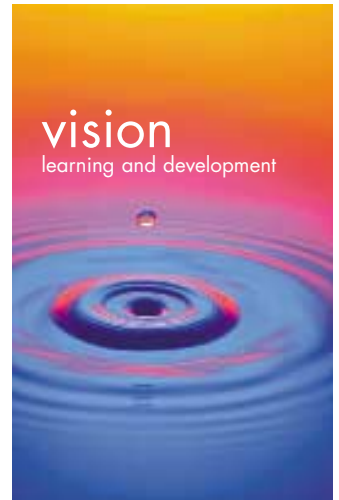


Advanced Presentation Skills

Professional Trainer Development Programme – Module 4 Two Day Workshop



Why Attend?

Having attended the Presentation Skills workshop, this day will take your skills to new level. It is an opportunity for you to refresh and consolidate your learning as well as experience 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 develop the flexibility which is the hallmark of top seminar and conference 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 use a planning and presenting structure that keeps you in control
- How to get your presentation off to a winning start
- How to identify 'problem people' in an audience and how to get them on board
- How to speak in a way that appeals to everyone
- How to accelerate the process of gaining rapport with any audience
- How to use advanced techniques in voice and body language to create impact
- How to think quickly on your feet and deal with tricky questions or objections
- How to use a flipchart to best effect and add informality to your talk
- How to bring presentations to life – creating entertainment and fun

How Will You Learn?

The programme will involve a mixture of inputs and plenty of opportunities to put the skills into action. You will receive immediate personal and feedback on your style enabling you to enhance your skills straight away.

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 is also available.

What If? What will be the benefits?

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