

## 2 Day Programme

Recently upgraded, this programme has been designed to develop professional and effective presentation skills. It will equip individuals with the knowledge, practical tools and presentation techniques to design and deliver high impact presentations. As a result of attending this programme, individuals will be able to refine their presentations to communicate information in a concise, memorable and professional manner.

In order to accelerate the performance of each participant, presentations are filmed and analysed by the individual, the group and the trainer. Each participant receives one to one coaching sessions throughout the programme to help them to identify their development areas and enhance their personal skills.

### Programme Content

- Principles of designing effective presentations
- Planning and structuring business presentation
- Delivering presentations with impact
- Advanced communication techniques
- Using body language and voice projection
- Building rapport with the audience
- Managing difficult situations
- Individual and group feedback
- Presenting to customers

### Additional Benefits

Participants attending this programme will receive:

- A recorded film of their presentation delivery
- A full colour reference manual
- A presentation skills training checklist and toolkit pack



### Business Benefits

By the end of the programme participants will be able to:

- Design and deliver effective presentations to meet the needs of their audience
- Develop their personal presentation style to project a professional image and create maximum impact
- Anticipate audience requirements in advance and tailor messages appropriately
- Use a range of advanced communication and body language techniques to get their message across
- Build rapport and engage with their audience
- Effectively manage question and answer sessions
- Deal with difficult situations including negative, emotive and disruptive behaviour
- Use appropriate IT tools effectively

*Individual video camera feedback for every participant*

### Testimonials

*"I arrived on day one with an acceptable presentation and left on day 2 with an excellent, highly professional and structured presentation"*

*"Thanks for all of the tips — I had the content and now I can add the impact !!"*

*"Great — I learnt loads from the trainer but it was also invaluable to watch & critique other people's presentations"*