

## PRESENTING YOURSELF, YOUR WORK, YOUR IDEAS (COM3)

A Two Day Workshop helping you to master presentations skills for maximum impact

### Workshop Summary

It is widely recognised that the ability to speak to both small and large groups is an important communication skill and an essential attribute for success in the business and professional world. This Workshop focuses on building confidence through developing an understanding of the key principles involved and then having the opportunity to apply them in practice. The number of delegates on the course is strictly limited to allow time for individual guidance and feedback by the Workshop Tutor.

### Who Should Attend

Anyone who speaks to individuals or groups or needs to address meetings or make presentations to colleagues, clients or larger audience functions. This Workshop is most suitable for those who have little or no experience of making presentations.

### Benefits to You and Your Organisation

By the end of the Workshop, participants will be able to:

- Plan and prepare for presentations so as to make people listen
- Put themselves across both clearly and with confidence
- Be able to structure and present a persuasive argument at meetings
- Design and use visual aids to gain maximum impact and understanding
- Use non-verbal communication to aid listeners' memory for key points
- Develop skills to "read" and respond effectively to the audience

This workshop has been Endorsed by the Institute of Leadership & Management. If you would like to register for an ILM certificate of attendance, please enquire for further details.

### Workshop Contents

- Planning and Preparation: the importance of Identifying Clear Objectives and Understanding your Audience's Needs.
- Structuring the Presentation: Gaining Impact and Interest at the Beginning and End; the Order and Selection of Material; Organising Notes
- Dealing with Nerves: Techniques for Overcoming Fear / Nervousness
- Putting Yourself Across: Posture, Gestures and Facial Expressions; Using Silence Effectively; Effective Use of Vocal Skills
- Visual Aids: When to Use Aids and Techniques of Presenting them
- Handling Questions: Avoiding Pitfalls; Answering with Confidence; Listening Positively
- Practical Exercises: Participants' Presentations; Tutor and Group Feedback and Analysis
- Personal Action Planning: Actions to be taken as a result of the Workshop

### Follow Up Workshops

Negotiating Skills – How to Achieve a "Win-Win" Outcome Every Time (MD5); The Assertive Manager – How to Influence Others to Get Things Done (MD8); Managing Concise and Effective Meetings (MD10); PowerPoint '97 for Effective Business Presentations (CS9)

*Any of our Workshops can be tailored and delivered In-Company. Contact us for more details.*

**Dates** On Application

**Fee** £695 + VAT