

Duration 2 days  
Timings 9:30 – 16:30

## Benefits

In business, effective communicators are key.

- Overcome the fear of presenting
- Control and channel your natural nervous energy to benefit yourself and your company
- Get your message across clearly and concisely, making the best use of everybody's time
- Your new-found confidence will extend into all other aspects of your role within the company
- Inspire and enthuse audiences instead of sending them to sleep by overusing technology
- Manage question and answer sessions convincingly: encourage people to work with you

## Course Description

Unfold valuable skills and techniques to deliver high impact presentations, convince, inspire, motivate and persuade your audience. You will learn how to use your personality to get your message across successfully and get the results you want. The course is full of proven tips and tricks. These range from designing your presentation, delivering your message through to the best use of visual aids and how to structure your speaker notes.

You will have the option to record your presentations and review them to find your strong points and eliminate any weaknesses. We also encourage you to make the best use of the course by presenting work-related topics during practical sessions.

To ensure everyone gets the best individual attention, coaching and support, attendance is strictly limited to 6 delegates.

## Pre Course Requisites

There are no pre-requisites for this course.

To get the best out of the course, complete our pre-course questionnaire. This will give us a good understanding of why you are doing the training what your expectation are.

## Course Content

- Learn how people actually hear and react to what you say; use this knowledge to communicate better
- Create and deliver focused, well-balanced, and convincing presentations
- Design and use speaking notes that work for you
- Develop visual aids to aid, not hinder you
- Successful question and answer sessions