

Successful presentations start with knowing how to organise and structure your speech, to open with impact, finish strongly and keep your audience interested all the way through. Good presenters are trained, not born, and these skills **can** be learned. Armed with the knowledge of how to structure and prepare, on the second training day you learn how to overcome presentation anxiety, deal with difficult situations and – crucially – handle questions whether during or after your presentation.

Once you have developed your own positive presentation style, you can use it to good effect at all kinds of meetings, team briefings, committees and client presentations.

## LEARNING OUTCOMES

### Part I

By the end of Day One, delegates will know what factors to take into consideration at the preparation stage and how to structure their speech, with particular emphasis on the Introduction and Conclusion. The training will enable delegates to prepare a short speech for presentation at the practical, follow-up workshop Presentation Skills II.

### Part II

By the end of Day Two\*, delegates will have received individual coaching on their presentation style through video feedback, and should feel more comfortable when talking in front of people. They also learn how to interact more effectively with their audience, keep attention better, handle difficult situations and have a more positive influence.

**\*NB** in order to ensure a high level of personal coaching, the number of participants on Day Two is restricted to **6**.

## KEY TOPICS

- Meeting your audience's needs
- Being memorable
- Structure for a presentation
- Control of time and content
- Relaxing with the audience
- Using notes and prompts
- Non-verbal communication
- Using visual aids
- Harnessing your anxiety
- Handling difficult people

## Outline Programme

### Day One

#### Planning and Structuring your Presentation

Introductory exercise  
Preparation of the presentation  
The choice of topic  
Structuring the presentation  
Using a Storyboard  
Beginning, Middle and End  
Credibility and Persuasion  
Choice of notes and how to use them

### Day Two

#### The Skills of Delivery

Recap of Day One  
Delivery skills - developing rapport  
Non-Verbal communication  
Visual Aids  
Managing Nerves  
Presentations to video camera (recorded)  
Handling Difficult Questions  
Dealing with Difficult situations

#### Summary and Action Plans

### Our Recommendation

*This powerful workshop programme has inspired and motivated hundreds of people to significantly improve their presentation performance. Where possible, we recommend a gap of one week between Parts I and II to enable participants to practise skills learned on Day One, and focus on honing their delivery skills and technique on Day Two through video feedback and individual coaching.*

**Please note:** for group sizes of up to twelve, we recommend a 3-day format. All participants attend Day One and split into two groups for 2 x Day Two. Ideal for group sizes of 8 – 12.



COMMUNICATE

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