

This workshop has been designed for those who are required, on a fairly regular basis, to present their ideas to groups – quality circles, team briefings, co-ordinating meetings, review groups etc. Participants are encouraged to bring with them outline notes of the kind of presentation they make.

In this supportive and practical workshop, opportunities will be available to practise presenting in a small group situation, and trainer feedback will be given on aspects of delivery.

Presentation does not refer here to the formal stand-up occasion, but to those situations where listeners may be seated round a table or gathered informally in an office or workshop setting.

**Your Workshop Leader: Richard Ellis**

## LEARNING OUTCOMES

By the end of the workshop delegates should:

- feel more comfortable when talking in front of people
- know how to interact more effectively with their audience
- keep audiences' attention better and deal with difficult situations
- have a more positive influence through improved verbal skills
- be able to handle the Question and Answer session with confidence

**Maximum number of participants: 8**

## KEY TOPICS

- Establishment of the brief – what exactly are you asked to do/plan to do?
- Preparing and structuring your message
- Projection of a congruent message, verbally and non-verbally
- Overcoming presentation anxiety

## **Outline Programme**

### **Welcome and Introductions**

### **Ingredients of Effective Presentations to Groups**

#### **Understanding your Audience**

- their expectations
- their attitudes
- the environment/setting

#### **Elements of Preparation**

#### **Making the Best Use of Notes**

*Refreshment break*

#### **First Round of Short Presentations**

- feedback and discussion

*Lunch*

#### **Preparation for Second Round of Short Presentations**

#### **Presentations**

- feedback and discussion

*Refreshment break*

#### **Simple Visual Aids**

#### **Handling Questions**

#### **Action Plans and Evaluation**

#### **Close of Workshop**

Participants are invited to draft a short presentation (5 mins max), as for a future meeting, and to bring along with them outline notes. These will be worked up during the course. Visual aids can be very draft: sketches will be very appropriate.



COMMUNICATE

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