



COMMUNICATE

Interpersonal and Communication Skills Training and Consultancy

HIGH IMPACT PRESENTATIONS & INFLUENCING SKILLS

Presented by Iain Menmuir

Course Objectives

This is an interactive course run in small groups of 6-8 people. The course introduces frameworks and models, as a support for each person's development, combined with practical exercises that will allow each person to experiment with different approaches. These will cover both set-piece presentations and communicating 1:1 or in small more informal groups. The programme *does not cover the basics of presentation skills* – instead participants will discover how to adapt their style to their audience in a challenging and stretching manner. Maximum number of course participants: 8

The overall format for the course is experiential in nature and based on a cycle of planning, action, feedback and structured review.

The course will be divided into four broad areas of content:

- **Setting the Scene – Communication and Learning**
- **Cascading Information – Presentation Skills**
- **Influencing through presentation**
- **Recap, Review, Feedback and Personal Action Planning**

Course Content

Pre-work

- Delegates gather feedback from colleagues/ internal customers on a presentation prior to the event (either part of role or they set up an opportunity). The aim is to have a clear view of specific areas for development. We will provide a common template for gathering feedback.
- Completion of a self-scoring Interpersonal Influence Inventory to explore own and alternative influencing styles.

Setting the Scene – Communication and Learning

Brief positioning on:

- Learning in a business context.
- How I learn and implications for others and communication
- The communication process and what influences it. How we communicate and why it is important



Cascading Information – Presentation Skills	
Recognising ‘High Impact’ presentation skills	<ul style="list-style-type: none"> • Video and or role play of low/med/high impact presentations • Discussion and sharing of experiences and stories
Analysis and Evaluation of effective presentations; The presentation framework	<ul style="list-style-type: none"> • Agree on what influences the quality and effectiveness of a presentation; explore a framework for presentation structure • Recap on ‘the basics’ • Agree criteria for effective and high impact presentation.
Setting personal learning objectives	<ul style="list-style-type: none"> • Reflection on feedback and self-assessment on own pre-work presentation, work experience and in relation to agreed criteria.
Preparing Yourself	<ul style="list-style-type: none"> • Coping with nerves, the power behind the voice, image, language and body language
Preparing and Practising the Delivery	<ul style="list-style-type: none"> • Pairs or sub-groups plan, design and part-deliver range of different presentations.
Giving the presentation	<ul style="list-style-type: none"> • Having prepared and practised a presentation, it is delivered in full
Review and Feedback	<ul style="list-style-type: none"> • 1-1 feedback and coaching with facilitators • Evaluation of each presentation by the presenter, delegates and tutor against the framework.
Influencing through Presentation	
Expecting and getting a positive outcome	<ul style="list-style-type: none"> • Explore potential scenarios requiring high impact and influence • Interpersonal Leadership –think win-win • Understanding your target audience • Emphatic communication to include observation, questioning, listening and feedback.
Exploring individual communication style	<ul style="list-style-type: none"> • Explore different approaches from Interpersonal Influence Inventory model • Includes definition of assertiveness, how to recognise others’ styles and how to understand their audience • Link behaviour to thoughts and feelings • Identify personal action from own results
Recognising and dealing with conflict or resistance	<ul style="list-style-type: none"> • Purpose and benefits of open, honest and assertive communication • Explore potentially challenging situations and how to influence
Tying it all together	<ul style="list-style-type: none"> • From direction to delegation
Recap, Review, Feedback and Personal Action Planning	
	<ul style="list-style-type: none"> • De-briefing. What I set out to do, where I am now and next steps. • Evaluation of the workshop