

This workshop has been designed for those who are required, on a fairly regular basis, to present their ideas to groups, typically, team briefings, co-ordinating meetings, review groups etc – or to larger gatherings. Particular emphasis is given to the importance of voice control and voice care. For presenters, the voice is the essential ‘tool of the trade’ and must not be neglected.

The small number of participants for this course means that there is time to develop the individual’s particular style of presentation, to work on specific aspects of the voice, receiving detailed feedback and guidance. Participants are encouraged to bring with them outline notes to rehearse short interviews/presentations*.

Your Workshop Leader: Richard Ellis

LEARNING OUTCOMES

By the end of the workshop delegates should:

- know how to interact more effectively with their audience
- have a more positive influence through improved verbal skills
- control the voice – despite ‘nerves’
- develop good vocal projection skills
- practise proper breathing
- know how to use the dynamics of the voice

KEY TOPICS

- Preparation and structuring of your message
- Vocal projection techniques
- Projection of a congruent message, verbal and non-verbal
- The importance of good stance to assist the voice
- Overcoming presentation anxiety
- Breathing exercises – shallow and deep
- Consideration of the speaking environment – ventilation, dust etc
- How to protect the voice from abuse

Maximum number of participants: 8.

Outline Programme

Welcome and Introductions

Ingredients of Effective Presentations

Understanding your Audience

- their expectations
- their attitudes
- the environment/setting

Elements of Preparation

Voice Control and Proper Breathing

Vocal Dynamics

- tone, tune, pace, stress

Refreshment break

First Round of Short Presentations

- feedback and discussion

Lunch

Exercises for Better Articulation and Delivery

Second Round of Short Presentations

- feedback and discussion

Refreshment break

Simple Visual Aids

Handling Questions

Action Plans and Evaluation

Close of Workshop

* Please bring a blank VHS tape if you would like to keep a recording of your performance(s)



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