



# Professional Presentation Skills

## Who Should Attend?

This programme is for anyone who needs to be able to present convincingly and with confidence.

## The Key Outputs:

Each individual will keep a copy of their own presentations throughout the 2 days , including the feedback provided.

In addition, each person will take away their personal checklist for delivering effective presentations.

## The Schedule

13<sup>th</sup> – 14<sup>th</sup> March 2012

12<sup>th</sup> – 13<sup>th</sup> June 2012

9<sup>th</sup> – 10<sup>th</sup> October 2012

Kettering Park Hotel

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## The Investment

£975 + VAT

*(Excludes hotel costs)*

## The Agenda *(2 Days)*

### Introduction and Objectives

*Getting the participants to present their personal objectives for the course.*

### Understanding Communication

*Exploring the process of communication and how to adapt your message to have more impact.*

### Planning the Presentation

*How to build the essential components of an effective presentation.*

### Personal Projection

*How to adapt your voice and words in order to have maximum impact.*

### Non-verbal Communication

*How to use body language to enhance your presentation. Using the full range of personal attributes.*

### Managing Your Audience

*How to apply different techniques to engage with the audience.*

### The Use of Audio and Visual Aids

*How to present your offer to make it more compelling.*

### Personal Action Planning

*How to implement the key learning points.*