

# EFFECTIVE PRESENTATION SKILLS

A two-day highly interactive workshop designed for those who want to refine their presentation and public speaking delivery skills.



This intermediate level workshop focuses on vocal skills, physical awareness and confidence building techniques to develop the presentation style of the participants. Using a range of proven drama techniques and practical exercises, participants will learn to deliver a more persuasive message. Key skills and techniques are developed in an informal, risk free environment. Personal feedback is an essential element of the training and each participant will receive plenty of individual coaching. (Participants will need to prepare two short presentations each of which will be delivered several times during the workshop.)

## About Skillstudio

Skillstudio is one of the UK's leading providers of presentation skills training services. We are passionate about drawing out the best in people. Since early 2001, we have worked with thousands of people from over a thousand organisations throughout the UK and Europe. **Our client base now includes more than 50% of the FTSE100 companies.** Other clients include International Blue Chip companies through to SME's; Central Government bodies through to local borough & county councils; schools; colleges; universities; hospitals; and charities. In addition, we have worked with many private individuals on a 1-2-1 basis and on our open courses. We are also an approved external CPD training supplier for the Law Society of England & Wales.

## Workshop Objectives

- Master how to take control of your nerves when speaking in public
- Develop a more confident and persuasive vocal style
- Use body language effectively to build rapport and maintain the motivation of the audience
- Use language techniques to ensure that your key message is understood
- Plan and structure your presentations creatively for maximum impact
- Learn how to use effective interactive techniques to control your audience

## Workshop Outline - Day 1

### Group Interactive Warmups

- Exercises to develop group rapport
- Self perception of how others see you
- Exercises to build confidence and warm up the voice

### Presentation Practice

- First delivery of presentation one (approx 5 mins)
- Feedback on strengths & areas for development

### Using the Voice Effectively

- Developing greater awareness of the voice
- Speaking more confidently
- Developing a more expressive voice

### Creating a Stronger Presence

- Creating an immediate impression
- Awareness of the effect of body language
- Using gesture to enhance the message
- Use of eye contact to build confidence & rapport

### Presentation Practice

- Second delivery of presentation one
- Feedback through group discussion

### Planning Presentation Two

- Structuring a presentation quickly
- Opening & ending the presentation effectively
- Maintaining a strong focus

## Day 2

### Developing Greater Impact

- Exercises to develop more conviction in the voice
- Exercises for a more assertive delivery style

### Influencing Your Audience

- Building rapport with the audience
- Using language to influence your audience
- Getting your message across in 60 seconds
- Techniques to aid audience recall

### Dealing with Questions

- Managing the Question & Answer session
- Dealing with difficult questions

### Presentation Practice

- Modifying the material
- Rehearsing presentation two

### Developing Spontaneity

- Thinking on your feet
- Interacting with the audience

### Presentation Practice

- Final delivery of presentation two
- Evaluation through group discussion

### General Feedback Session

- Individual written evaluations by course leader
- Personal action plans

**Call us today on +44 (0)8456 444 150 to book your workshop**

## Public Workshop Dates: 2008 - 09

The dates for the **first** day (ie start date) of our 2-day public workshops are listed below:-

| Central London       |                     |                         |                        | Birmingham       |                     | Manchester       |                     | Leeds            |                     | Edinburgh        |                    |
|----------------------|---------------------|-------------------------|------------------------|------------------|---------------------|------------------|---------------------|------------------|---------------------|------------------|--------------------|
| <b>Jul</b><br>10, 23 | <b>Oct</b><br>7, 23 | <b>Jan-09</b><br>13     | <b>Apr-09</b><br>23    | <b>Jun</b><br>18 | <b>Jan-09</b><br>22 | <b>Jul</b><br>30 | <b>Jan-09</b><br>28 | <b>Jun</b><br>12 | <b>Feb-09</b><br>11 | <b>Sep</b><br>23 | <b>Apr-09</b><br>2 |
| <b>Aug</b><br>5, 21  | <b>Nov</b><br>3, 20 | <b>Feb-09</b><br>4, 26  | <b>May-09</b><br>12    | <b>Sep</b><br>4  | <b>Mar-09</b><br>24 | <b>Sep</b><br>10 | <b>Mar-09</b><br>18 | <b>Sep</b><br>15 | <b>Apr-09</b><br>7  |                  |                    |
| <b>Sep</b><br>2, 17  | <b>Dec</b><br>2, 17 | <b>Mar-09</b><br>11, 31 | <b>Jun-09</b><br>3, 23 | <b>Nov</b><br>5  | <b>May-09</b><br>27 | <b>Nov</b><br>11 | <b>May-09</b><br>20 | <b>Dec</b><br>10 | <b>Jun-09</b><br>25 | Glasgow          |                    |
|                      |                     |                         |                        |                  |                     |                  |                     |                  |                     | <b>Nov</b><br>27 | <b>Jun-09</b><br>9 |

### Workshop Fee - £597 + VAT (£701.48 inc VAT) includes:-

- |  |  |
|--|--|
| ✓ Two day highly interactive workshop                | ✓ Workshop manual full of practical advice     |
| ✓ Numerous opportunities to present and get feedback | ✓ Ongoing adhoc support by email               |
| ✓ Personal coaching from an expert trainer           | ✓ Refreshments and sandwich lunch on both days |

### Bookings

To make a booking for any of these public workshops please contact us via Email at public@skillstudio.co.uk or via telephone on +44 (0)8456 444 150 and we will be happy to check availability and forward you an application form.

## In-Company Workshops

Our in-company workshops are held at your company location (anywhere in the UK). They are a more cost effective alternative for 4 or more attendees. Our fees for the two day workshop for up to 6 people are from £2290 (exc VAT).

**Workshops can also be adapted to meet your specific requirements.**

To discuss your requirements in more detail or to make a workshop booking, please contact us via Email at inhouse@skillstudio.co.uk or via telephone on +44 (0)8456 444 150.

## Client Feedback on Skillstudio Courses

*"In my opinion the course was outstanding, providing a toolkit of techniques to improve presentation content and delivery. It focussed on delivery (not use of PowerPoint, room set up etc) ... I truly believe that this course added significant value to me personally."*

### Legal & General

*"Thank you again for an excellent course last week. I have not enjoyed a course so much before. I will be recommending you to my head office..."*

### Rethinking Construction

*"Great content, pace and a very interesting 2 days. The trainer's style was very relaxed and she made the course enjoyable. Helped calm nerves"*

### ICI

*"I very much enjoyed the workshop. It was very hands on ... I saw people being transformed ... to more outspoken confident presenters.... An excellent workshop..."*

### Nationwide Building Society

*"The feedback from the courses has been universally positive, and their emphasis on effective delivery and creating a commanding presence has proved to be beneficial even to managers with extensive experience of delivering presentations."*

### Nukem

*"Fantastic individual feedback and use of practical time to hone skills"*

### CR Search & Selection

*"The best course I can remember attending"*

### Wandsworth Borough Council

## Client List

- BT Group
- Shell
- BBC
- CNN
- GSK
- LloydsPharmacy
- P&O Group
- Lloyds Bank
- Legal & General
- Nationwide
- Tesco
- John Lewis
- Sony Music
- Lifesearch
- McKesson
- UK Passport Service
- Royal Bank of Scotland
- HBOS
- Vodafone
- Home Office
- Cardiff County Council
- Staffordshire County Council
- Wandsworth Borough Council
- HPA ... and many more

## Skillstudio Training Services

### Public Workshops in:-

Public Speaking & Presentation Skills (3 levels), Communication Skills, Vocal Impact, Body Language, Job Interview Technique

### One-to-One Coaching and In-Company Training in:-

|                     |                 |                      |                                |                     |
|---------------------|-----------------|----------------------|--------------------------------|---------------------|
| Presentation Skills | Public Speaking | Communication Skills | Questioning & Listening Skills | Interview Technique |
| Media Skills        | Assertiveness   | Chairperson Skills   | Body Language Awareness        | Facilitation Skills |
| Telephone Technique | Vocal Skills    | Accent Softening     | Elocution                      |                     |