

# FIRST PRESENTATION SKILLS

A one-day interactive workshop designed for those who have little or no experience of presenting in public and expect to have to take the plunge in the near future.



By taking part in a number of practical exercises throughout the day, participants will progressively build up their self confidence during the workshop. They will also learn to plan, structure and deliver their first presentation in front of an audience. 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 during the day.

## About Skillstudio

Skillstudio is one of the UK's leading providers of presentation & communication skills training and coaching services. We are passionate about drawing out the best in people. Since early 2001 Skillstudio's trainers have worked with thousands of people from over a thousand companies and 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 numerous private individuals on a one to one basis and via our public courses. Skillstudio is also an approved external CPD training supplier for the Law Society of England & Wales.

## Workshop Objectives

- Understand what makes a good presenter
- Learn to control nerves and deal with common fears
- Develop confidence when speaking in front of an audience
- Learn how to develop ideas
- Learn how to plan and structure a presentation

## Workshop Outline

### Introduction

- Group introductions & course objectives
- Warm up exercises

### Introduction to Presenting

- Good & bad habits
- Dealing with common fears

### Preparing to Speak

- Dealing with nerves
- Building self confidence
- Creating a confident impression

### Delivery Skills

- Improving your voice
- Speaking with confidence
- Using confident body language

### Planning the Presentation

- The key elements to good structure
- Defining your purpose
- Making a strong opening
- Selecting key points
- Knowing your Audience
- Closing effectively

### Presentation Practice

- Presenting a short individual presentation
- Evaluating presentations

### Further Development

- Individual evaluations by course tutor
- Setting targets for further development

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

## Public Workshop Dates: 2008 - 09

Our 1-day public workshops are held in Central London, Birmingham, Manchester, Leeds, Glasgow & Edinburgh

Central London			Birmingham		Manchester		Leeds		Edinburgh	
<b>Oct</b> 6, 22, 30	<b>Jan-09</b> 8, 20	<b>Apr-09</b> 2, 17, 30	<b>Aug</b> 14	<b>Feb-09</b> 10	<b>Jul</b> 29	<b>Jan-09</b> 27	<b>Jun</b> 11	<b>Jan-09</b> 23	<b>Oct</b> 27	<b>May-09</b> 6
<b>Nov</b> 7, 17, 25	<b>Feb-09</b> 3, 12, 25	<b>May-09</b> 8, 21	<b>Oct</b> 1	<b>Apr-09</b> 16	<b>Sep</b> 9	<b>Mar-09</b> 17	<b>Aug</b> 28	<b>Mar-09</b> 3		
<b>Dec</b> 4, 16	<b>Mar-09</b> 10, 24	<b>Jun-09</b> 2, 17, 30	<b>Dec</b> 8	<b>Jun-09</b> 11	<b>Nov</b> 11	<b>May-09</b> 19	<b>Nov</b> 19	<b>May-09</b> 14		

  

Glasgow	
<b>Sep</b> 4	<b>Mar-09</b> 6

### Workshop Fee - £297 + VAT (£348.98 inc VAT) includes:-

- ✓ One day highly interactive workshop
- ✓ Personal coaching from an expert trainer
- ✓ Workshop manual full of practical tips & advice
- ✓ **SKILLSPLUS™** eMentoring programme for 6 months
- ✓ Ongoing adhoc support by email
- ✓ Refreshments and sandwich lunch on the day

### Bookings

To make a booking for any of these public workshops please contact us via Email at [public@skillstudio.co.uk](mailto: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 one day course for up to 6 people are from £1150 (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](mailto:inhouse@skillstudio.co.uk) or via telephone on +44 (0)8456 444 150.

## Client Feedback on Skillstudio Courses

*"A very enjoyable course. The presenter kept our interest throughout the duration of the day. I found the workshop combatted my nerves head on and helped me perform a better presentation."*

**Siemens**

*"I really wasn't looking forward to attending this course but I really enjoyed it. I thought the trainer was excellent. I feel that the skills I developed during this workshop will be beneficial to me not only in work but in my day to day"*

**HSBC**

*"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 given was structured, positive, yet constructive... I would recommend this course to anyone."*

**LloydsPharmacy**

*"The trainer was encouraging, honest and gave valuable and useful feedback in a positive way"*

**South West of England Regional Development Agency**

*"The best course I can remember attending"*

**Wandsworth Borough Council**

## Client List

BT Group  
Shell  
BBC  
CNN  
GSK  
LloydsPharmacy  
Reed Elsevier  
P&O Group  
Legal & General  
Lloyds Bank  
Nationwide  
John Lewis  
Sony Music  
McKesson  
UK Passport Service  
Royal Bank of Scotland  
HBOS  
HSBC  
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	