



Presentation Excellence

Delivered by:



Presenting to groups can be one of the most stressful things that many people in business have to do. A recent survey in the US found that for the vast majority of people, speaking in public was their number one 'phobia'.

In business, this fact can pose a dilemma for us, in the most presentations are not just about information, they are also reputations. They are often more about communication and influence rather than just a recital of facts and figures. Delivering your message in a clear, relevant and meaningful way for a range of different audiences requires skill, as does handling the nerves.

The Presentation Excellence workshop examines, analyses and transforms the level of communication and influence a presenter can have with their audience.

- Developing structures to plan for success
- Improving self image and building confidence
- Dealing with nerves and harnessing nervous energy in a creative way
- Examining, analysing and improving upon the communication of information from a presenter to an audience
- Providing methods and skills on how to influence an audience and handle questions and participation with ease
- Improving congruity of message and heightening competency
- Exploring the workings of small and large group presentations
- Providing opportunities to practice skills addressed during the workshop and thereby achieving greater results
- Allowing for the communication of complex information in an interesting and non-threatening way
- Examining the subject of visual aids, their use, control and sequencing

All the problems faced by the presenter will be addressed. Examples of the areas for inclusion are:

- Planning and organisation of material,
- Physical skills and personal image to maintain rapport,
- Audience contact and control
- Translating technical subjects for non-technical groups
- Use of visual media: PowerPoint, flipcharts etc.
- Creating productive dialogue and maintaining group rapport
- Handling audience participation assertively
- Gaining commitment and moving to action

Methods:

The results are achieved utilising DVD playback. These are designed as a vehicle to practice the skills, which have been introduced in formal input sessions by the trainers. There will be the opportunity for each participant to do at least five short presentations during each workshop and to learn the skills from a variety of perceptual positions. Each participant will then receive individual attention, coaching and feedback from the Performance Coach so that everyone is stretched and challenged appropriately dependent upon their personal development potential.



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Encouragement is given to experiment with different presentation styles and to gauge the effect upon the audience. Thus, the repertoire of options that each presenter can adopt is extended and versatility is improved. The workshop is highly participative, constructive and enjoyable with 100% of the time being devoted to the acquisition of relevant practical skills.

Results:

This advanced workshop is the only presentation skills programme that utilises the full Excel System of Performance Excellence (SM). It is therefore guaranteed to improve anybody's presentation ability regardless of his or her role, status or experience with the organisation.

Maximum number of delegates: 6

Comments From Past Delegate

“The instructor is excellent. Very encouraging and focused.”

Lisa McCutcheon Abcam, Finance Manager

Cost: 5 units

To register please email our Training Co-ordinator on registrations@thelearningcollaboration.com