

Presentation Skills

“the human brain is a wonderful organ: it never stops working from the time you are born until you stand up to make a presentation.....”

Who for?

This workshop is aimed at anyone who needs to deliver messages in a persuasive and positive manner.

Why do it?

Even the best of us when faced with having to make a formal, or even an informal, presentation can feel stressed and unable to express ourselves as clearly and confidently as we would like. Even worse we may fail to get our message across totally or even at all.

Being an effective presenter is not about hiding behind technology. If your only role is to read from the screen why bother? It is about enthusiasm, passion for your subject and confidence combined with understanding the skills and techniques of the most successful speakers.

What do I get?

An opportunity to practise in a 'safe' environment.

Proven techniques for handling nerves.

A DVD of your performances.

A huge increase in confidence.

Ways to book

- 1 - Download, complete and send back the booking form
- 2 - Send an email to: info@forthorstedtrainingacademy.co.uk
- 3 - Simply ring 01634 823205

Full terms and conditions can be found at www.forthorstedtrainingacademy.co.uk

Workshop overview

- How to identify the purpose and aims of a presentation
- Organising thoughts and ideas
- Preparation of a simple presentation plan
- Getting the message across and understood
- Using the voice for maximum impact
- The SPIN technique
- Preparation and use of the right visual aids
- How to get the audience on your side and maintain individuals' interest
- Dealing with questions and interruptions positively
- Handling nerves

Related workshops

People who have attended this workshop have also benefited from attending:

Communication Skills
Influencing and Persuading

Workshop details

£240 plus VAT

One day workshop, small group size of six maximum. Individual and group exercises with feedback.

