



## Presentation Skills

Do you have managers whose presentations are boring?  
Do you ever suffer from 'death by PowerPoint'?  
Might some of your presenters be a little more inspiring?  
Do some of your people hate making presentations?

We help people to improve their presentations. We help them to engage their audiences and leave a lasting impact. We help them to look forward to delivering a presentation, not to dread it.

### We find that . . .

*Many senior people appear calm in front of an audience but are full of anxiety*

*Many presentations are just handing out information and might better have simply been emailed out*

*In some cases PowerPoint can actually confuse more than assist*

*Confidence is the key*

*A high percentage of presentations are let down by technical problems*

*The very word 'presentation' can be misleading*

*By simply learning a few basic techniques most presenters can improve dramatically and quickly*

### What do we cover?

We cover all aspects of making presentations from preparation to follow up. Topics include:

- ◆ Why make a presentation?
- ◆ Great and poor presenters
- ◆ Different types of audiences and presenters
- ◆ Preparing the presentation
- ◆ Structure
- ◆ The beginning and the end
- ◆ Mental and physical preparation
- ◆ Using visual aids
- ◆ Really bringing it alive

### How do we do this?

We run events from three hours to two days. This could mean a slot at a conference where our team would work with small groups, to a residential workshop with extensive use of video feedback.

Some aspects (such as structure) can simply be 'learnt'.

But for most people practice with feedback is the key. On our workshops we ask people to arrive with a prepared presentation and deliver it on the first day. This is filmed, feedback given, and then skills developed in further presentations.

We focus strongly on building confidence and people usually leave our workshops motivated to try out their new skills.

### Who have we worked with?

- ◆ IFAs to improve their presentations to clients
- ◆ Managers at all levels
- ◆ Army Officers and senior NCOs
- ◆ Doctors, Surgeons and Medical Professors
- ◆ CEOs and MDs

### Would you like to discuss further?

Contact us on 01628 7711960 to discuss the options for your organisation.