



## effective presentation skills

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

**skillstudio**  
*Passionate about developing your skills*

# effective presentation skills

## 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

## Helping you to present with greater confidence and impact

If you have some experience of presenting or public speaking but now want to develop your skills further, or you have felt that previous presentations didn't go as well as you had hoped and you want to deliver more successful presentations, then this course is ideal for you.

We will help you to build your confidence, develop your personal style and create greater impact on your audience. Typical things that people like you who attend this course may want to improve on are:

- Looking and sounding more confident in front of your audience
- Getting the immediate attention of your audience when you start to speak
- Communicating more persuasive messages that are well received by your audience
- Holding the interest of your audience throughout your presentation
- Thinking on your feet and staying calm under pressure
- Increasing your overall impact on your audience

During the two days you will be on your feet working practically and building up your skills in a step by step manner as you make continual progress throughout the workshop. You will also receive repeat opportunities to present to the group and receive on-going feedback from your trainer to help you to further improve.

Our practical and personalised approach makes the training a most enjoyable as well as highly valuable learning experience and by the end of the workshop, you'll have learnt how to be a more confident and competent presenter and make a much stronger impact on your audience.



» *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.* <



## workshop outline - Day 1

### Introduction

- Personal introductions & expectations of the course
- Exercise to develop group rapport
- Self awareness of how others see you

### Preparing to present

- Exercises to help control nervous energy

### Presentation practice

- First delivery of presentation one
- Feedback on strengths and areas for development

### Using the voice effectively

- Developing greater awareness of the voice
- Speaking with greater confidence
- Developing greater conviction in the 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

- Application of techniques to presentation
- Second delivery with feedback through group discussion & trainer analysis

### Planning presentation two

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

## workshop outline - Day 2

### Developing Greater Impact

- Exercises to develop greater vocal expression
- Exercises for a more assertive delivery style

### Influencing your audience

- Building rapport with your 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 and answer session
- Dealing with difficult questions

### Developing spontaneity

- Thinking on your feet
- Interacting with the audience

### Presentation practice

- Modifying the material
- Rehearsing presentation two

### Presentation Practice

- Final delivery of presentation two
- Evaluation through group discussion/ trainer analysis

### General Feedback Session

- Individual written evaluations by course leader
- Personal action plans

By taking part in a series of exercises and presentation practice sessions participants will develop their skills and refine their presentation technique. Personal feedback is also an essential element of the training and each participant will receive plenty of individual coaching throughout the two days. (Participants will need to prepare two short presentations each of which will be delivered several times during the workshop.)

## tailoring the workshop to your needs

Before you attend the workshop we'll ask you to fill in a short questionnaire. This allows you to let your trainer know ahead of the course what you most want to get out of the training and any specific needs you may have.

Your trainer can then tailor the training, as appropriate, to ensure that you get the most out of your time with us. We also ask you to bring a copy of your questionnaire with you to the course so you have it available for discussion with the trainer and other course delegates.



» Absolutely fantastic day! So useful to me personally in gaining confidence to deliver a presentation. Sandra was so encouraging in a truthful and professional way. Very worthwhile. Everyone would benefit from this. «



## your expert trainers

Skillstudio has built up an exceptional group of highly qualified, talented and experienced training professionals who have all been hand picked to ensure that only the highest quality training is delivered to our clients. Our trainers are specialists in helping people develop outstanding communication skills and they come equipped with extensive business experience from the Commercial, Public and Third sectors in the UK and internationally.

Many also have a unique performing arts background and are all highly effective performers and superb communicators in their own right. By combining their business training and performance backgrounds with Skillstudio's training formats, our trainers are able to create a highly interactive, supportive and engaging learning environment in which you can fully develop your skills.

You'll also receive the intuitive, expert coaching from a trainer with an unsurpassed depth of experience in almost every aspect of verbal

and non verbal communication. Through their infectious enthusiasm, their expertise in the application of voice and body language techniques, and their creative approach, you can be sure that they will help you realise your true potential in the shortest possible time, no matter where you are starting out from.

## supporting you after the workshop

We believe that the training doesn't just end when the course finishes but that it's important that you are encouraged and supported after you've completed the training in order to help you maintain and further develop your newly found confidence and skills.

### Workshop Manual

You'll receive a Skillstudio Workshop Manual which contains a wealth of practical advice and techniques to help you remember what you have learnt and further exercises that you can then use to continue your on-going development.

### Ad-hoc Support by Email

We also offer ad-hoc support by email following the course, whereby you can contact us for further help and advice regarding your forthcoming presentations.





# what you'll experience during the workshop

## Day One

### Introduction

At the start of the workshop the trainer will find out what you most want to achieve from the training and any typical issues that you want to address. Your trainer will always tailor the workshop to the specific needs of the group and they will ensure that everyone's personal objectives are fully achieved.

We then look at practical ways to help you control your nervous energy and feel more relaxed so that you can make a confident and positive start when you first start to speak.

### Presentation practice

We then ask everyone to give a short informal presentation (prepared beforehand) so that your trainer can give you some initial feedback on both your natural strengths, (that may not be so obvious to you!) as well as areas for your on-going development. We like to get everyone to present early on in the workshop to help get over that initial 'hurdle' of presenting in front of others. Although it may feel a bit daunting, you will have already been speaking and presenting to others (even without realising it!) in a supportive environment and building your confidence.

### Using the voice effectively

Your voice is one of your most powerful tools when you are presenting and it's important that you are able to sound confident and convincing (even when you aren't feeling it!).

Your trainer is a vocal expert and will work with you on a range of practical techniques to help you speak with greater confidence and develop a more fluent speaking style. You will learn how to control your speed so that your audience can follow easily. You will also learn how to use your voice to help communicate your message with greater impact on your audience

### Creating a stronger presence

Your trainer will then work practically with the group on physical techniques to help you develop a more confident and engaging presence. First impressions are very important and often conveyed through your body language and it's important not to look hesitant when you first start to speak. So you will learn how to create a stronger presence and convey a confident manner.

You will also look at how to use eye contact to help you really connect with your audience. When you have more control of your use of eye contact, the impact is very empowering. You feel as if you are having a conversation with each audience member rather than just speaking aimlessly to a sea of faces. This will help to increase your confidence and overall impact on your audience.

### Presentation practice

Having worked on a range of practical delivery techniques to build your confidence and increase your personal impact, you will then have the opportunity to revisit your presentation applying the techniques you have learnt. Your trainer will help you to select the techniques that are the most relevant to you to help you develop your own personal style.

### Planning presentation two

We now focus on the way you plan and structure your material. You will learn how to structure and communicate a strong message that is relevant to the needs of your audience. You will also learn how to captivate your audience at the start of your presentation and how to leave your audience with a strong lasting impression.

### Evaluation of day one

At the end of the day we review what you have learnt so far and identify what you want to develop further in day two. One thing that's always evident by the end of the first day is how much more relaxed and confident everyone feels about presenting and the progress that they have already made.

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

## Day Two

### Developing greater impact

Building on the practical techniques from day one, we now focus on how to increase your influence over your audience. You will learn how to further develop your personal delivery style to help you become more engaging and command your audience's attention throughout your presentation.

### Influencing your audience

We then address how to present your message in more creative and interesting way so that your audience remember it and act on it. You will also learn how to get your message across quickly in a short amount of time. This is particularly useful when opening your presentation and you want to gain the immediate attention of your audience.

### Dealing with questions

It's important to prepare for questions so that you are not 'thrown' by difficult questions or more challenging situations. In this session you will learn how to formulate clear and succinct responses to questions, even when they are more challenging, and deliver them in a concise and confident manner.

### Presentation practice

You will now apply the techniques you have learnt to a second presentation and rehearse and fine tune your presentation where necessary.

### Developing spontaneity

There are always times in a presentation when you can be put on the spot and it's important to be able to think on your feet when under pressure. You will learn how to quickly formulate a response in your head and interact with your audience in a more spontaneous manner. This is very empowering to know that you can react and respond with confidence in any presentation scenario.

### Presentation practice

Consolidating all that you have learnt during the workshop, you will now apply this to your presentation. You will receive constructive feedback that is specific to your needs to help you in your on-going personal development.

### Evaluation session

Following the feedback from the presentation practice, everyone completes a personal action plan to identify the progress you have made and set specific targets for your further development.

We also think that it's important that you are supported after the training and we offer a post course support service so that you can contact us about any other questions you may have before a forthcoming presentation.



# your training options

## in-company workshops

Our in-company workshops are held at your company location (anywhere in Europe or further afield). They are a more cost effective alternative for 4 or more attendees. Our fees for the two day course for up to 8 people are from £2690 + VAT.

**Our workshops can also be tailored to meet your specific requirements both in terms of content and duration.**

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.



» 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 «



## public workshops dates: 2013 - 2014

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

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Central London	2, 24	19	12	22	11	5	1, 30	20	11
Birmingham			2		26		9		17
Manchester		14			20			22	
Leeds	15			30			23		
Glasgow					12				5
Edinburgh	22						8		

### Workshop Fee - £647 + VAT (£776.40 inc VAT) includes:-

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

### Bookings

You can book a public workshop place online via our website at [www.skillstudio.co.uk](http://www.skillstudio.co.uk). Alternatively, just Email us at [public@skillstudio.co.uk](mailto:public@skillstudio.co.uk) or call us on +44 (0)8456 444 150 and we will be happy to check availability and organise your booking.

# 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.

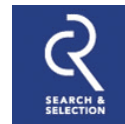
## skillstudio training services

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

- Presentation Skills & Public Speaking
- Communication & Assertiveness Skills
- Job Interview Technique
- Media Interview Skills
- Persuasion & Influence Skills
- Creative Writing & Story Telling
- Train the Trainer
- Networking & Sales Skills
- Vocal Impact
- Body Language Awareness
- Questioning & Listening Skills
- Teambuilding
- Facilitation Skills
- Telephone Technique
- Elocution & Accent Softening

### Public Workshops in:-

- Public Speaking & Presentation Skills (3 levels)
- Communication Skills
- Vocal Impact
- Interview Skills
- Media Skills
- Body Language



» *Fantastic individual feedback and use of practical time to hone skills.* «

**CR Search & Selection**

## our clients

AkzoNobel  
BBC  
BP  
BT Group  
Europol  
GDF Suez  
GSK

HSBC  
IMechE  
Institution of Civil Engineers  
Islington Council  
John Lewis  
Legal & General  
Lloyds Banking Group

LloydsPharmacy  
Metropolitan Police  
Moody's  
Nationwide  
NHS  
RBS  
Reed Elsevier

Severn Trent Water  
Shell  
Texas Instruments  
UK Passport Service  
Vodafone  
Wandsworth Council  
and many more ...

For more information visit: [www.skillstudio.co.uk](http://www.skillstudio.co.uk)  
or call us today on +44 (0)8456 444 150 to book your workshop