

Presentation Skills

Do I need presentation skills?

Yes! Anyone who has to make presentations to clients and colleagues or to new business prospects will benefit. Attending this one-day workshop will deliver real, practical improvements in your performance. Watching yourself in action on DVD will enable you to develop areas of strength and work on areas of weakness. As a result, your confidence will grow and your performances, both in front of colleagues and clients, will improve beyond recognition. Even experienced presenters have benefited from this course as a refresher.

Why choose DBA presentation skills?

This Presentation Skills workshop has been designed specifically for the design industry and is unlike any other available. It is limited to 5 delegates, giving you intensive personal feedback and concentrating on exactly what you want to get out of the workshop.

What will I gain?

- Practical advice, tips and techniques on how to make successful presentations
- An understanding of some of the psychology behind spoken communication
- Individual critique of your own presentation style, allowing you to make real improvements in performance
- A set of assessment notes and your own presentation on DVD to take away for future reference
- An unlimited telephone and email help-line to Shan Preddy for any queries following the workshops

Course content

- The importance of preparation
- Setting objectives and desired responses
- Structuring the content
- Sign-posting and pacing
- Using visual aids and equipment
- Using memory aids and notes
- Monitoring feedback
- Eye contact and body language
- Voice delivery
- Dress and appearance
- Handling nerves

Course Tutor: Shan Preddy, Preddy & Co

Shan Preddy is a marketing and training consultant who specialises in helping design companies of all sizes and disciplines to find, keep, win and develop client business. Her book, 'How to Market Design Consultancy Services', published by Gower/Design Council, has become an international industry standard. Over 300 design professionals have already benefited from Shan's successful Presentation Skills workshops which she runs exclusively for the DBA.

DBA Training Booking Form 2009

If you have any questions, please contact Emily on 020 7251 9229 or emily.tuczinski@dba.org.uk for more information.

Presentation Skills

DBA members: 490+vat (£563.50), non-members: £625+vat (£718.75)

				Places	Cost ex vat
Tues 17 February	9.30am – 5.00pm	Presentation Skills – London	Chris Merrington		
Wed 18 March	9.30am – 5.00pm	Presentation Skills - London	Shan Preddy		
Fri 26 June	9.30am – 5.00pm	Presentation Skills - London	Shan Preddy		
Tues 22 September	9.30am – 5.00pm	Presentation Skills - London	Shan Preddy		
Thurs 8 October	9.30am – 5.00pm	Presentation Skills - London	Shan Preddy		
Fri 4 December	9.30am - 5.00pm	Presentation Skills- London	Shan Preddy		

Name of person making booking: _____

Company: _____

Address: _____

Contact Email: _____ Telephone: _____

Delegate 1 : Name, job title, email _____

Delegate 2 : Name, job title, email _____

Delegate 3 : Name, job title, email _____

Delegate 4 : Name, job title, email _____

Payment

I wish to pay by card £_____ and authorise the DBA to charge this amount (complete details below)

I wish to pay by cheque £_____ made payable to Design Business Association

Mastercard / Solo / Visa / Electron / Switch / Delta / (*delete as appropriate) **Note: We do not accept Amex.**

Card Holder's name:

Billing address (if different to company address): _____

Card Number: _____

Security Number (last three numbers on the signature strip): _____

Expiry Date: _____ Issue No / Start Date: _____

Card Holders signature: _____

Upon processing, you will receive confirmation of your booking and a receipted invoice.

Once a booking has been accepted, refunds cannot be made and sessions cannot be transferred although we are happy to substitute delegates.

By completing this form you agree to the DBA's attached full Terms & Conditions of booking.

Please post, fax or email your booking to:

Email: Emily.tuczinski@dba.org.uk

Fax: 020 7251 9221

DBA Events and Training Courses Terms and Conditions

Definitions

'DBA' means the Design Business Association.

'Delegate' means any individual, firm or company, which makes the booking with the DBA.

'Event' means the relevant DBA training course or DBA event that the delegate is booking.

1. Allocation

Event places for Delegates are allocated on a first-come first-served basis.

2. Booking

2.1 Places can only be confirmed when the DBA receives a completed booking form along with full payment of the Event fee. Once payment has been received a confirmation of booking will be issued.

2.2 The DBA reserves the right to reject a booking application at its complete discretion.

2.3 Prices may be subject to change at any time prior to confirmation of booking.

2.4 A contract will be formed upon the acceptance by the DBA of a booking form.

3 Payment

3.1 Payment is only accepted by credit/debit card or cheque [made payable to 'Design Business Association'] and must be received in full in advance of the Event date.

3.2 Once a booking has been confirmed, the DBA are unable to provide refunds in any circumstances save where the Event is cancelled in which case either a full refund will be made or the booking will be transferred to an alternative Event.

3.3 If an Event is rescheduled by the DBA and a Delegate is unable to attend then the booking may be transferred to an alternative Event of equal value.

4. Substitutions

4.1 Should a Delegate be unable to attend the Event, a colleague can be sent in his place. If the delegate or colleague do not attend for any reason then a copy of all notes and papers handed out at the Event will be sent to the delegate. The course fee is non-refundable in any circumstances.

4.2 The DBA reserves the right to reschedule postpone cancel modify or change any aspect or part of the Event and will endeavour to inform all delegates as soon as is practicable should this be necessary. If a speaker booked for an Event is unable to attend for any reason then the DBA reserves the right to arrange for another speaker who in the opinion of the DBA has the relevant experience.

5. Responsibility

The Delegate accepts full responsibility for the behaviour and conduct of all those present from the Delegate's party.

6. Liability

6.1 The DBA will not be responsible for loss or damage to personal property by theft or otherwise during the Event.

6.2 The DBA shall not be liable for any loss, damage, injury or expense incurred or suffered by a Delegate through attendance at the Event and which is due to circumstances outside the control of the DBA.

6.3 Nothing shall exclude or limit the liability of the DBA for death or personal injury arising as a result of its negligence.

6.4 The sole responsibility of the DBA is to ensure that an Event is conducted by person(s) with the relevant experience and the DBA accepts no responsibility or liability for the content of an Event (including all papers and materials that may be distributed to Delegates). Any opinions expressed at an Event by the speaker are those of the speaker and not the DBA.

6.5 To the extent permitted by law the liability of the DBA and tutor/speaker in respect of any claims arising out of the Event shall be limited to the amount of fee paid by the Delegate to attend the Event.