

Manchester: Friday 16th November – The Lowry
Windsor: Thursday 29th November – Burnham Beeches Hotel

Presentation Skills

Presentations are a fact of life in business. Whether you're an experienced presenter or new to presentations you will be aware that the power and opportunity we are given every time we present to an audience or even sit around a table with a captive group of people is huge. Though many presenters underestimate what they can achieve. With some key elements in place and effortless techniques it is relatively simple to follow the ABC to make much better business presentations.

Presentation Skills

We are fortunate to have an impressive line-up of speakers for our conferences in Manchester and Windsor – all experts in their fields and representing the various processes and disciplines that constitute this important and ever evolving aspect of business.



1. Chairman: Chris Ager, Director, Scene

Formerly an Associate Director of Design at DEGW Chris joined in 1995 and began working in the field of furniture specification and product design, engaging with key manufacturers in the industry to develop new workplace solutions and innovative, sustainable office environments.

He has applied this work through strategic consultancy for a range of blue chip clients (BP, Morgan Stanley, Prudential, IBM, British Gas). He also led the interior design for the BBC White City project migrating 2500 people from the West End.

Chris is now a Director of Scene, a multi-disciplinary design practice working on corporate interiors as well as crossing over into product development, domestic and retail projects. Scene is a vehicle for exploring the boundaries in all areas of design and it is a foundation for connecting talent across a whole spectrum of media. It is built around a young and highly creative design team made up of experts in their field collaborating to form fresh ideas.



2. Simon Murray, Senior Education Manager, Construction Skills Council

Simon Murray is currently the Senior Education Manager of Construction Skills, the Sector Skills Council for the construction industry, and was formerly the Regional Strategic Advisor for the North East and Cumbria region and author of the recently published Regional Construction Sector Skills Agreement.

He is a Chartered Surveyor and the immediate past Regional Chairman of the Royal Institution of Chartered Surveyors having served on a variety of national and international groups. He is also a member of the North East Board of Constructing Excellence and sits on the Regional Construction Industry Council, the umbrella group for all Built Environment professional organisations.

Simon's career in the property and construction sector spans three decades.

After qualifying in the early 1980s, he worked in the public sector and private practice within development as well as a part-time tutor in various HE establishments. He was employed as a full-time Senior Lecturer at Northumbria University in the 1990s within the Faculty of the Built Environment.

During the last 15 years Simon has facilitated numerous presentation skills courses for built environment professionals as well as managing the National Construction Ambassador programme.



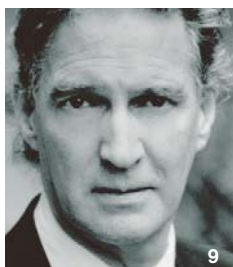
3. Windsor Speaker: Elspeth Macrae Graham, Chartered Institute of Public Relations

Elspeth has been Head of Events at the CIPR for the past 3 years and heads up the team responsible for all conferences, awards events, workshop training and in-house promotions. Prior to this she was Director of Corporate Affairs at the international development agency BESO, where she spent a lot of her time talking to potential donors around the country. In her birthplace, South Africa, she ran her own public relations consultancy, specialising in media, events, NGOs and government liaison with blue chip companies. She also ran a celebrity management company specialising in the music industry. Her biggest achievement there was organising a National Peace Day, bringing the country to a standstill for 3 minutes to promote the concept of peace prior to the 1994 democratic elections.

4. Manchester Speaker: Jenny Ibison, Investors in People, and Director, Eye Contact Consulting

Jenny began her career in the media before moving onto the agency side. She spent 12 years with Euro RSCG Riley, one of the UK's leading specialist agencies, focusing on communications and marketing. Jenny was Managing Director for the North and Midlands for seven years, before taking over as Group CEO and main Board Director for Euro RSCG Worldwide, UK.

Jenny has worked as a freelance consultant since 2005, working at a senior level with a broad range of organisations in the public and private sectors, focusing on strategic communications, leadership development and performance management. In 2007 she established Eye Contact Consulting with a mission to guarantee that organisations and the individuals within them build the capability to ensure that all communication is as powerful as a face-to-face, one-to-one meeting. Her clients include commercial blue chip companies, media, universities, local authorities, and central government departments. Jenny is also an Executive Director of Investors in People, a Fellow of the Royal Society of Arts, and a Member of the Institute of Directors.



5. Keith Warren, Andy Bounds Ltd

Keith is an expert at showing people how to make maximum impact when they speak. His knowledge stems from his enormous experience managing large and diverse teams of people who all respond in different ways. Keith has helped hundreds of businesses achieve significantly more from their communication by teaching them what to say and how to say it and his fast paced, humorous and intuitive insights give his audience not just an awareness, but also the motivation to change their communication style.

I'm sure you know how it feels to have been in a meeting where the agenda is to talk you to death rather than take action to change. Keith soon latched onto the techniques that could make a difference, 'move' the audience and shorten the experience. This is what he does, and having previously run a number of businesses he became an expert in persuading his staff to do the right thing for them and the business.

6. Joanne Zorian-Lynn, British Voice Association

Joanne is a renowned motivator and has worked as an inspirational speaker trainer and voice confidence coach for over 25 years with a wide variety of CEOs and Vice Presidents including Barclays Bank, British Airways, Brewin Dolphin, Citroen, Coca Cola, Ford Motor Co., L'Oreal, Lloyds Bank, Mazda Motor Corp., O2, Royal Bank of Scotland, London Tourist Board, Siemens and London Hackney Carriage drivers. Joanne is the voice and presentation at BSKYB, and competition coach and co-ordinator of BSKYB's Talent Search.

Joanne is an NLP practitioner, a member of the British Voice Teachers Association and the Vocal Care Network and works closely with the National Film and Television School and SKY TV.

Joanne practises what she preaches, she is a TV and radio presenter and professional actress having played leading roles in many West End Theatre productions and is currently in a lead role in Blood Brothers. She has appeared in many soap operas and was formerly a presenter and announcer with Channel 4 TV and the BBC, a radio traffic broadcaster, a regular presenter for BBC radio educational programmes and is currently the voice of a SAT NAV! She records voice overs and appears in TV advertisements and is an experienced conference presenter and M.C. Joanne is the author of two books – Voice Exercises for Presenters and Presenting for TV and Video which includes the chapters 'Corporate World on Camera' and 'Using Your Voice Effectively' (published by A&C Black).

7. Simon Morton, Director, Eyeful Presentations Ltd

Simon spent 12 years, prior to Eyeful, working with a variety of businesses, from large multinationals through to small technology companies. Under Simon's direction, business functions improved the way they communicated their message and in 2003 Simon founded Eyeful to provide presentation services to businesses looking to improve the way they share information with their most important audiences – their prospects, customers, employees and shareholders. The company firmly believes that their unique approach of addressing the entire presentation process through employing the "Eyeful methodology" ensures that clients' presentations are made more effective, not just "prettier". Eyeful's impressive client base ranges from multinationals like Microsoft, BAA and Sage through to smaller niche businesses and start-ups. Eyeful is also a Microsoft Partner and was chosen to participate in the Beta test programme for PowerPoint 2007, the latest version of the presentation software. Simon's profile within the presentation industry means he is regularly asked to speak on best practice and contribute to PowerPoint internet discussion groups.

8. Manchester Speaker: Jeremy Stockwell, RADA

Jeremy teaches on the Actors course at RADA, teaching a range of exercises and improvisation which develop mental flexibility, awareness, choice, devising skills and working with text.

His experience within the Business Sector is at a global level working with many major companies including Thomson Financial, ITN Newsreaders & Executives, The Inner Temple, John Lewis Partnership, Wienden & Kennedy, Greys Worldwide, Institute of Directors (IOD).

His background in theatre and TV includes the Royal National Theatre, English National Opera, and established television production in the USA and UK. As a regular TV acting coach, his recent series include, Faking It, Make Me a Supermodel, and How Do You Solve a Problem Like Maria?

Jeremy's private clients include actors, presenters, business leaders, public speakers, pop stars and politicians. Jeremy has designed and led courses, and given seminars in the public and private sector, both in the UK and abroad.

9. Windsor speaker: Gregory De Polnay, RADA

Gregory De Polnay has been an actor, director and voice teacher for the past thirty five years, working in all aspects of the theatre with several West End credits to his name. He had also made over 100 TV appearances and 350 radio broadcasts.

Gregory retrained as a voice specialist where he gained the Advanced Diploma in Voice Studies and later completed an MA in Text and Performance Studies. Greg then went on to be Head of Voice at the Drama Centre, London and at LAMDA.

During the past decade, Gregory has directed plays for RADA and he was drama advisor for the BBC World Service Classical Drama Series. He has coached several top TV and sports presenters and now works for organisations in the field of public speaking and communication skills. Clients include AON, Arup, KPMG, the Department of Trade & Industry and Kent County Council.

Programme

Morning session

09.30 Registration & Coffee

09.45 Welcome by Chair

Chris Ager, Director, Scene

10.00 Getting the basics right

Speaker: Simon Murray, Senior Education Manager, Construction Skills Council

- Understand your audience
- Believe in the message you want to deliver
- Pre-empt what audiences wants to hear

10.30 Delivering to different types and sizes of audience & harnessing your nervous energy!

Windsor speaker: Elspeth Macrae Graham, Head of Events, Chartered Institute of Public Relations

Manchester speaker: Jenny Ibison, Investors in People, and Director, Eye Contact Consulting

Most of us know the power of an audience. Being on the receiving end of twenty pairs of eyes looking at us in polite silence as if to say "Yes? So?" can be a very unnerving experience. It is this energy that can be harnessed to make dynamic, lively, memorable and effective presentations. It takes a little courage, but the rewards are enormous. Myths and Rules about 'What you Are and Are Not Allowed To Do'. Getting the pitch right and addressing your audience.

11.00 Questions

11.15 Coffee

11.30 Winning over the audience and getting their participation

Speaker: Keith Warren, Andy Bounds Ltd

- How to stimulate easy interaction with an audience
- Ways of getting ideas across that are entertaining and stimulating
- How nervous energy can be harnessed
- Making the best use of existing strengths
- Freeing up body language
- The skills to keep your audience engaged and focused, and manage any particularly difficult individuals

12.00 How to get, and keep, the specifier's attention

Speaker: Chris Ager, Director, Scene

- What we really think about the different approaches
- What level of information is required
- How specifiers evaluate which product is best
- Do's and Don'ts of how to get your product noticed
- Our CPD requirements
- Supporting documentation

12.30 Questions & panel discussion

12.45 Lunch

Afternoon session

14.00 Psychology of motivation: body language and confidence are one of the major factors when it comes to portraying your message – believe in yourself!

Speaker: Joanne Zorian-Lynn, British Voice Association

- Awareness of your body language to maximise your presentation
- Techniques to maximise your voice for more impact
- Your posture delivers confidence and authority; using your body for better contact with your audience

14.30 Looks are everything – Embracing technology
Simon Morton, Director, Eyeful Presentations Ltd

- How to create effective support materials
- And much, much more than PowerPoint
- Designing your presentation
- Making your slides accessible
- How to lay out the room
- Dealing with questions

15.00 Manchester: Moments of Truth – Overcoming Nerves and Engaging with the Audience

Speaker: Jeremy Stockwell, RADA

This short, empowering, interactive session offers participants a unique opportunity to engage and communicate more fully, honestly, and dynamically through a presentation. The session will examine the following:

- Transforming nervous energy and self-consciousness into composed, positive, and liberated interaction
- Inviting engagement with the stillness, emptiness and receptivity necessary for real communication to take place
- Supporting the value of each individual's own unique, natural, creative potential

By recognising the moments of truth when communicating presenters can become more engaged with their audience. The seminar will also help participants to release the body, unlock the mind, and transform themselves into being who and where they really are – very present, highly creative, responsible, and successful human beings.

15.00 Windsor: Becoming more Confident, Overcoming Nerves and Increasing Impact with an Audience
Speaker: Gregory De Polnay, RADA

This short, empowering, interactive session offers participants a unique opportunity to explore body language and breathing techniques which will help them to overcome nerves and communicate more effectively and dynamically when giving a presentation. The session will examine the following:

- Exploring body language to add impact when presenting
- Examining breath support in order to control nerves
- Becoming more confident when in front of an audience
- Releasing the voice to maximise communication potential

15.30 Questions and panel discussion

15.45 Summary and conclusions

16.00 Close

Honing your presentation skills to be more persuasive and successful

16 November

Manchester – The Lowry

29th November

Windsor – Burnham Beeches Hotel

Registration Form

Name				Job title	
Company					
Address					
				Postcode	
Telephone				Fax	
Email				Date	
I would like to bring <input type="checkbox"/> colleagues					
Title	First Name	Surname		Job title	

Payment rate

Please select the conference you would like to attend and the payment rate that applies to you.

	Manufacturer Network members	Non members	Total
Manchester			
Full Day Conference	£240 + VAT <input type="checkbox"/>	£300 + VAT <input type="checkbox"/>	
London			
Full Day Conference	£240 + VAT <input type="checkbox"/>	£300 + VAT <input type="checkbox"/>	
	Total		

Payment method

I enclose my cheque for made payable to RIBA Enterprises Ltd.

Please debit my Switch/Mastercard (Access)/Visa:

Card Number

Expiry Date

Security Code*

Issue No
(Switch only)

Name of Cardholder

Signature

Cardholder address if different from above

* The last three digit number printed on the signature panel located on the back of your card.

What to do now

Fax this form to 0191 244 5649, or

Post the form to: Sarah Burn, RIBA Enterprises, The Old Post Office, St Nicholas Street, Newcastle upon Tyne NE1 1RH

Any questions? Please contact Sara Mikunda on 020 8394 1793 or email us at contact@ribaenterprises.com.

Please note that payment needs to reach RIBA Enterprises prior to the event. You will receive confirmation of your place and a VAT invoice. Badges and documentation will be issued on the day at registration.

Booking conditions

This programme is correct at time of going to press, however RIBA Enterprises reserve the right to alter or cancel the programme due to circumstances beyond our control. Payment is required in full prior to the event. All cancellations must be made in writing to RIBA Enterprises at the address below and made no later than 14 days prior to each conference. Cancellations are subject to a handling and administration charge of 25% of the booking fee. Cancellations made within less than 14 days prior to each conference will not be accepted, though substitutions can be made at any time.

RIBA Enterprises may like to contact you from time to time with details of products and services that may be of interest to you. Please indicate if it is okay to contact you about this by Email . Please indicate if you do not want to be contacted by Post or Telephone . We will not pass your details on to third parties.

Manufacturer Network

RIBA  Enterprises

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The benefits of attending:

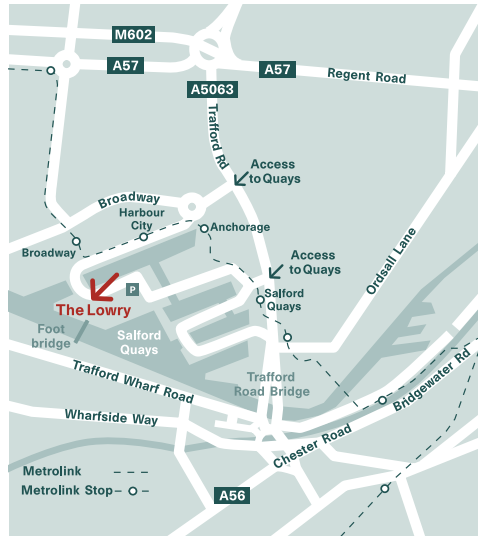
This conference is designed to not only give practical tips on body language and voice skills but insights into how to deliver the same message to different sizes of audiences, how to back this up with the right documentation (and not just PowerPoint), how to take advantage of the masses of nervous energy, how to deal with awkward questions and ultimately how to conquer the beast that is the specifier.

The vital information:

Our speakers will provide you with:

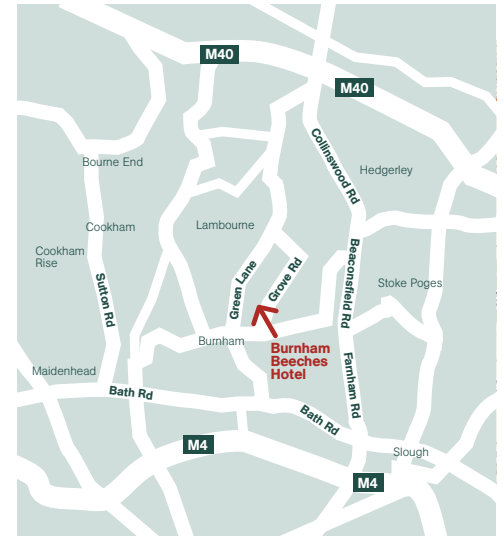
- The skills to understand and assess your audience
- Different approaches for different sizes of audience
- Skills to harness your nervous energy and use to your advantage
- The ability to win over your audience
- The capacity to deal with that difficult member of the audience
- Tips to get your pitch at the right level
- Simple body language techniques to maximise opportunities
- Techniques to maximise your voice for more impact
- Insight into winning an audience with the specifier
- Practical tips to get in control for maximum impact

The Venues



Friday 16th November, 2007

The Lowry
Pier 8
Salford Quays
Manchester
M50 3AZ
www.thelowry.com



Thursday 29th November, 2007

Burnham Beeches Hotel
Grove Road
Burnham
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SL1 8DP
www.corushotels.co.uk

Manufacturer Network

RIBA  Enterprises

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