

## Professional Presentation Skills



**Make a real impact on your audience by presenting persuasively, confidently and with credibility.**

### Who is it for?

For those that want to deliver presentations more effectively, or that dread standing up in front of an audience. This short programme is popular with team leaders, project managers, marketing professionals and all levels of management.

### Overview

Presentations are a highly effective medium of communication used with colleagues, project teams, management and customers. This two day workshop will provide delegates with the opportunity to practice the preparation and delivery of both formal and informal presentations. It is designed to enhance basic presentation skills, improving self confidence and assisting delegates to create a more professional impact.

Delegates will be given a systematic method for ensuring that their presentations are effective and achieve the necessary objectives. All presentations will be positively and constructively critiqued by both peer group and tutors. Video feedback will also be provided if required.

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### Workshop Objectives

- Identify personal challenges and sources of tension associated with public speaking and acknowledge a key area for personal development.
- Plan and structure a short presentation.
- Communicate the message with clarity and enthusiasm whilst maintaining audience attention.
- Apply both verbal and non-verbal communication skills to appear credible and confident.
- Use visual aids to reinforce your message.
- Handle questions and/or objections with confidence.

### Investment

Total investment for this two day programme is £285 per person. Alternatively, this programme can be delivered internally to your organisation for a total investment of £1950. Based on a group size of ten persons, this reflects an investment of £195 per person. This cost includes all relevant materials but excludes any costs associated with the venue.

### Ilm Accreditation (optional)

For an additional investment of £79.00 per person, and on successful completion of this programme and associated action plan, the Institute of Leadership and Management (ilm) will acknowledge the participant through the Development Award and twelve months ilm membership which includes access to online support materials, study guides and career development support.