

# Presentation and Public Speaking

## Course Outline

The success of a public speaking engagement or a presentation is not just about the content, but it is also dependent upon the quality of the delivery. This course will enable participants to learn and practice skills that will be applicable to both informal and formal presentations, and public speaking to both small and large audiences, including meetings with colleagues/clients and presentations to large unknown groups. It will give the opportunity to practice and to receive feedback on key skills and techniques to ensure confidence and success.

### KEY AIMS

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1. To enable participants to deliver effective and engaging presentations
2. To introduce a range of tools and techniques for use by both individuals and teams within the organisation, whatever their previous experience or circumstances
3. To develop a range of skills in effective presentation delivery
4. To cover essential topics in a relatively short time, whilst ensuring an immediate impact on practice
5. To accommodate a range of learning styles, by including a variety of role-plays, group challenges, practical exercises, opportunities for personal assessment, and presentation of key techniques and strategies as appropriate.

### KEY BENEFITS

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Participants will learn how to:

- Plan, structure and prepare speaking engagements/presentations
- Improve the impact of speaking engagements /presentations
- Establish rapport with the audience
- Appear confident and professional
- Handle questions and objections with confidence
- Evaluate and refine content and delivery

The organisation will:

- Have more confident and competent presenters/speakers
- Improve its reputation and credibility with current and potential customers
- Win more competitive tenders
- Develop individuals to their full potential

## OUTLINE PROGRAMME

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### DAY ONE

- **What is a good public speaker?**  
Identifying the skills and attributes of good public speakers/presenters.
- **Confidence and image** - Developing confidence in personal ability to speak in public.
- **Body language** - Using body language to convey confidence and keep your audience interested, and reading your audience's body language to enable flexibility of style and content.
- **Knowing your audience** – How to pitch your speaking engagement /presentation appropriately, and how to engage with the audience to ensure success.
- **Knowing your venue** – Alleviating potential pitfalls by using a checklist of useful things to know about the venue.
- **Setting the framework** - Linking your overall aims and objectives with an appropriate style.
- **Planning and preparing your material**- Ensuring a coherent and logical structure that is easily understood by your audience.

### DAY TWO

- **Making a good start** – Capturing the imagination and interest of your audience.
- **Contingency planning** – Pre-empting potential problems and practical pitfalls, and learning how to deal with the worst eventuality.
- **Preparing yourself** – Increasing confidence and reducing/coping with nerves and stress.
- **Using props and visual aids** – Pros and cons of a range of props and visual aids from the simple to the highly technical, as well as some useful tips for ensuring success.
- **Dealing with difficult situations** – Learning to respond confidently and assertively with difficult situations involving the audience – including how to deal with tricky questions and hecklers.
- **Theory into practice** – Putting some of the tips and techniques into practice, and gaining useful constructive feedback.
- **Personal development planning** - Extending learning back into the workplace

## FEEDBACK

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- “Very informative and enjoyable (even the presentation bit) Excellent”
- “Everything was useful, particularly the preparing and delivering your own presentations”
- “I will keep the handouts to use in future. Giving a presentation at the end was a really good way of bringing it all together.”
- “Everyone taking part seemed happy to play a full role in the course. Very enjoyable and thought provoking.”
- “The most useful part of the course was getting feedback from group and from the trainer on presentation performance.”
- “That was an excellent course – I feel so much more confident now that I know what is expected of me, and how I can plan and prepare a presentation I will be proud of!”
- The constructive feedback throughout the course was very useful. I had never been told about how I come across before, so it was a very interesting insight. Thanks.”

## **COST**

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We understand that training is an investment - not just in terms of the cost, but also in time. We are therefore committed to providing excellent value by ensuring that our open courses are competitively priced. Unlike other inexpensive open/public courses, we deliberately restrict the number of places so you can rest assured that the training will be focused on the needs of every delegate, and will be an effective learning experience.

Fees for 2-day open courses from H2 are as follows:

- Per delegate: £480 + VAT
- 2 or more delegates: £420 + VAT each
- Public Sector: £420 + VAT
- Registered Charities or self-funding individuals: £375 + VAT

Fees are fully inclusive of:

- Course tuition / materials
- Workbook, with comprehensive reference materials / proformas
- Lunch / refreshments
- Personal action planning
- Certification (on request)
- Follow-up support (on request).

## **CONTACT**

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