

PRESENTATION SKILLS

Introduction

Winning presentation skills are essential for persuading, informing or influencing clients and colleagues. Polishing up on strengths as a presenter, eliminating bad habits and fine-tuning vocal and body language skills mean that individuals are more successful in achieving outputs, whether winning a sale or presenting an idea to your colleagues.

Who will benefit: Staff who present on a regular basis

Duration: One-day programme

No. of delegates: Up to 10 delegates

Optional value-add services

- Pre-programme telephone interviews mean that our trainers have an understanding of each individual's business needs prior to the programme, leading to heightened results for the individual as well as the company
- Training Needs Analysis prior to design and delivery to establish exact requirements for maximum programme value

"There was a marked change in the presentation style of the dealers after the training. Excellent!"

Steve Lucas, Manager, Panasonic UK

Programme content

- Structuring impactful presentations
- Physical and mental preparation
- Vocal enhancement – projection, tone
- Controlling nerves
- Using your stage/environment
- Body language and eye contact
- Making the best use of technology
- Handling difficult questions
- Role-plays and feedback

Benefits

Delegates will be able to:

- engage an audience more effectively
- be more confident and credible in 1-2-1 or group meetings
- become a great advert for the organisation
- identify a personal style of presenting for maximum impact



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