

Advanced Presentation Skills

“How to engage your audience effortlessly”

This one-day workshop has been developed specifically for those in more senior roles or those who are giving regular presentations to clients and stakeholders. The workshop is highly tailored to meet your individual needs. You will identify and practise what you need to do in order to make a quantum leap in the impact of your presentations.

This programme will provide you with techniques to prepare quickly and craft your presentation for clarity. You will learn how to minimise the use of PowerPoint in a way that will reinforce your message rather than repeat it. You will develop and adapt your approach to deliver your presentations with authenticity and impact.

Group sizes will be kept to a maximum of 4 to allow for high quality, detailed coaching and feedback.

Outcomes

By the end of the day you will have:

- Had individual feedback and opportunity to build skill and confidence
- A process for crafting strong key messages in your presentation
- Developed your personal style of delivery
- Explored a process that allows you to create positive mental dialogue minimizing nerves and optimizing energy and adrenalin
- Raised awareness of your strengths in presenting and areas to work on
- Technique that allows visual aids to reinforce rather than overtake your message

Method

The workshop is preceded with a short questionnaire to highlight the areas you wish to develop. The day begins with assessing your current style to identify what works well and what needs worked on. Through a process of practice and video feedback, you improve and importantly build confidence. The programme focuses on the “how” of presenting rather than the “what” of presenting.

Duration

One day

Numbers

Maximum of 4 participants

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One Day

Morning

- Clarify objectives - What do you wish to achieve? (this will be done through a very short pre-course questionnaire)
- Presentation 1 – participants bring an existing presentation to deliver to the room
- Feedback from room
- Tips and techniques
 - Crafting Your Story
 - Minimising PowerPoint to make it powerful
 - Achieving simplicity, clarity and brevity
- Three stage preparation
 - Mental – mindset, using adrenalin, managing nerves
 - Physical – Your presence, Your style, Your environment
 - Material – mind-mapping, clarity, visuals
- Preparing a short presentation for afternoon

Afternoon

- Presentation 2
- Feedback and suggestions for improvement
- Focus on specific areas that need further development
- Prepare and deliver elements of Presentation again
- Final feedback and presentation to group
- Taking this confidence with you each time

Personal action planning and review of day