

Professional Presentation Skills

Organise, design and deliver great presentations



“You don’t learn to ride a bicycle by reading a manual. The only way to learn is to get on...fall off... So it is with presentations.”

Gene Zelazny

Master your presentation challenges!

Presentations are a window of opportunity for you to get your ideas across, gain approval for your proposals and to select the right information to match the expectations, needs and interests of your audience. You need to have well-prepared visual support and be able to handle questions when they come, making a powerful impression on your listeners (whether they are colleagues, bosses, clients or partners). The difference between failure and success lies in your ability to master presentation skills and techniques that help you to win hearts and minds. This training is a fast-track to improved awareness of your present style and offers you the essential tools you need to upgrade your presentation skills and abilities - where YOU most need it.

Training especially designed for:

- Anyone who needs to present and to get their ideas and information across.
- Guide group size and programme length: perfect for groups of 10 in 3 days.

Learning objectives:

- Improve personal impact: deliver your message with confidence and conviction - verbally and visually!
- Understand the interests of those you wish to influence: learn how to maximise your credibility.
- Strengthen the relevance and clarity of the message: make your case logically, always keeping your outcome in mind.
- Acquire techniques to answer questions with professional competence: develop the mindset which enables you transform objections into opportunities!

Try - Test - Adapt - Apply!

- Work on your own business topic and have two ready made presentation for use after the training.
- Experiment during the “Confidence Booster Circuit Training”.
- Analyse your style by seeing yourself in action on video.
- Receive feedback from your peers and your trainer.
- Apply useful preparation tools out of the training box (“Close-Up”, “ProposalBox” & “FactBox”).
- Track progress using the “Learning Log” and adapt learning to optimise individual performance.

A participant’s perspective:

“Very applicable in my environment. The training was excellent: well structured, well done and I’ve learned a lot!”