

Presentation Skills

- How to make a positive impact -

Quaestus Consulting

TRAINING CLUB



Quaestus Training Club

This course is one of a suite of 1 and 2-day workshops offered by Quaestus Training Club.

Join Training Club and become part of a local community of leading organisations, where you know the trainers, get involved in the design of high quality workshops and immerse your employees in a stimulating training environment.

For more details visit our website www.quaestus.co.uk or call Linda Wilkinson on 01752 300192 now.

Successful completion of this 2-day workshop will give you 12 hours of CPD points accredited by the Solicitors Regulation Authority.

Overall Objective(s)

To develop the skills to confidently present with impact.

Who Should Attend?

This course is for participants who want to gain confidence and competence in their presentation skills. The programme will benefit participants who are new to presentations (introductory level), or have some experience of them (intermediate level).

Learning Outcomes

At the end of the two days participants will:

- Better understand the benefit of using pictures, sounds and audience interaction to increase the impact of their presentation
- Be able to identify the physical effects of presenting and how to overcome them
- Be practised in delivering presentations and receiving structured feedback
- Know how to prepare and design a presentation
- Appreciate the impact the presenter has through effective position & posture
- Be more aware of verbal mannerisms
- Know how to improve vocal control and voice projection

Course Dates

26 & 27 January 2010 – Basepoint Centre, Exeter
14 & 15 September 2010 – Plymouth Novotel

Timings

0900 – 1630 with mid morning and mid afternoon breaks and an hour for lunch.

How to Book

Either on-line at www.quaestus.co.uk or Telephone: Linda Wilkinson on 01752 300192

Course Content

Course content will include:

- Impact of verbal, vocal and visual communication skills
- Presentations and feedback sessions
- Overcoming nerves
- Power of the presenter
- The 4 pillars of confidence
- Structure and planning
- 10 point structure plan
- Voice and eye contact control
- Audience interaction
- Action planning

Course Design and Methodology

The two days will be highly interactive and a fun combination of:

- Input on presentation tips and techniques
- Practice presentation sessions with structured feedback
- Drama based exercises to increase verbal, vocal and visual impact

(Delegates should note that this course is not intended to teach the techniques or usage of Powerpoint).

Pre-Work

Participants need to prepare a '5' minute presentation to practise their presenting skills. This presentation can be work or non-work based.

Cost

Members will use their membership entitlement accordingly.

For Non Members, the Pay As You Go cost for individual 2-day workshops is £495 (+ VAT)

(Cost includes refreshments, lunch and delegate materials).

The Trainer – Diane Whelan

Diane has a wealth of experience gained from roles both in management and training and development across a broad range of industries.

A graduate of the Universities of Hertfordshire, Thames Valley and Lancaster, Diane gained postgraduate qualifications in business and training management, and a Masters Degree in Management Learning. She is also a licensed practitioner of Myers Briggs and Belbin Interplace.

Diane is astutely business focused and has an ability to seek creative and flexible solutions to organisational and individual learning needs alike. She believes that delegates need to be involved, challenged but also have fun for training and development to be effective and is passionate about ensuring the transfer of learning to the workplace.

Diane lives in Wiltshire with her husband and two young daughters.

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Other courses offered by Quæstus Training Club:

2-day events

Effectiveness at Work
Influencing & Negotiating Skills
Interviewing Skills
Leadership Skills
Problem Solving & Decision Making
Project Management
Report Writing

1-day events

Time Management Skills
Assertiveness Skills
Managing Positive Meetings
and look out for our other 'Specials'....