

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.

"Ask yourself, 'If I had only sixty seconds on the stage, what would I absolutely have to say to get my message across?'"

Jeff Dewar,
Author and Speaker

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

Please refer to latest schedule.

Timings

0915 – 1630 with mid morning and mid afternoon breaks and a short break 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

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

Cost

Members will use their membership entitlement accordingly.

For Non Members, the Pay As You Go cost for individual 2-day workshops is £510 (+ VAT).

(Cost includes refreshments, lunch and delegate materials).

Other courses offered by Quaestus Training Club:

2-day events

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'....

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

Pre-Work

This will include:

- Preparation of a 5 minute presentation (work or non-work based).
- Reflection on current practices and skill level.
- Brief pre-reading with tips on how to prepare the short presentation.

All available via our new on line training platform.

Quaestus On Line Training Centre

With our **brand new on line training centre**, delegates can gain access to a wealth of features and information to support them on their training course:

- Course Pre-work and Assignments
- Downloadable Articles
- Useful Links and Book Lists
- Diagnostic Questionnaires
- Discussion Forums
- Contact the Course Tutor
- Submit Feedback
- Course Completion Certificates
- Exclusive fortnightly "Action Point" Emails

They'll still get **first class face to face training** with one of our team, but our new on line centre will support them every step of the way as they transfer their new skills to the workplace.

