

Presenting for Maximum Impact!

Tailored 1 - 2 days
Maximum 8 delegates

‘Knowing and Influencing Your Audience’

Scenario	You’re standing there, ready to deliver that big presentation. How do you feel? A great presentation is one that informs, persuades and entertains. This high impact training will enable you to present with confidence and professionalism – whatever the purpose.
Audience and Benefits	Project managers, all managers, client relationship managers, customer service representatives and those wanting to increase confidence and enhance their skills in designing and delivering successful presentations both internally and client facing.
Objectives	By the end of this programme you will be better able to: <ul style="list-style-type: none">▪ Plan, Prepare and Present Presentations for Maximum Impact▪ Engage Your Audience▪ Balance Words with Visual Support▪ Use Translation for Greater Effect▪ Seamlessly Respond to Questions▪ Manage Your Guests with Confidence

2 day Agenda – 9.30am – 4.30pm (Breaks as required including lunch)

The Material - Morning day 1

- Establishing a clear purpose
- Using successful information gathering techniques
- Choosing the best route through your material
- Identifying the key points
- Creating strong openings and closings
- Pros and cons of visual aids

The Audience - Morning day 1

- Knowing your audience to develop presentations that appeal
- Building rapport
- Getting and keeping them on your side
- Working with questions
- Understanding group dynamics
- Handling difficult people

The Presenter - Morning day 2

- Carrying out the essential checks
- Presenting the right image
- Using your words, tone and body language
- Working with the qualities of your voice
- Acknowledging and overcoming nerves
- Using relaxation techniques
- Using mannerisms and gestures to enhance impact

Key Exercises & Theory

- Preparation
- Types of media
- Breathing & relaxation
- Handling Q&A
- Personal Presentations, group and facilitator feedback

Both days 1.15pm – 4.30pm The afternoon is spent on warming up, a seven minute individual presentation by each delegate and feedback completed with a 30 minute recap and next steps

Features

Through discussion and exercises we will explore how to deliver the best presentations. You will also plan, prepare and **deliver a short presentation twice which will ideally be recorded** and sent to you for observation and you will receive individual feedback on the morning of day two.