

***actors* mean** BUSINESS

***Personal Development and
Initiatives for Business Change***

Presentation Workshops

Beginners and Advanced

(Both include follow-up remote support)

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BUSINESS

Training for Change...

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PRESENTATION SKILLS FOR BEGINNERS

1 day workshop

This is a presentation workshop for those people with little or no experience of presenting and so, aims to provide a simple and clear approach to understanding the basic to deliver presentations. To achieve this, the workshop will focus the participants on trying out the techniques involved in all three areas of defining, preparing and delivering a presentation.

We suggest that only 8 participants attend to maximise the experiential process.

The participants will discover:

- How to define the objectives and the core messages of a presentation.
- How to target the message to the audience.
- How to define the needs of the audience.
- How to prepare the basic visual materials needed to communicate the core messages.
- How to deliver the presentation with confidence.

The participants should expect to work on and deliver 2 presentations during the day.

The Benefits:

Each participant will:

- Create a way of developing presentations that is relevant to them,
- Define, prepare and deliver 2 short presentations
- Be involved in giving and receiving feedback, supporting the other participants,
- Be involved in helping other participants explore and develop their presenting and influencing skills,
- Analyse their own and others presentation problems and successes – allowing them to discover, learn and try out new ideas, techniques and skills.
- Each participant will also have 20 minutes of 1-2-1 remote support included (this can be used to cover any issues that arise after the workshop).

Pre-course Work:

The participants should bring with them information they can use in 2 presentations.

PRESENTATION & INFLUENCING CLINIC (ADVANCED)

1 day workshop

A presentation & Influencing workshop for those who want to explore and develop existing skills. This workshop is relevant to anyone who presents or who has to influence others (within meetings or informally).

We suggest that only 8 participants attend to maximise the experiential process.

It will allow you to:

- Increase your level of confidence,
- Develop a style of presentation that is relaxed & relevant to you,
- Learn vocal techniques - projection, resonance, etc,
- Develop congruent body language,
- Work at getting rid of intrusive habits that distract the audience away from your message,
- Be communicative, influential and promote interest within an audience or a group of colleagues.

The workshop will consist of:

- 1-2-1 sessions (with input from the group) where each participant can focus on the areas they most need to work on,
- Group work to share experience, ideas, and feedback.
- Voice and body language work relevant to the needs of those who attend,
- Forum-type presentation processes where each participant can get input and feedback on ways to improve from the facilitator (and the group)
- Being involved in presenting to the group (a number of times), giving and receiving feedback, supporting the other participants,
- Be involved in helping other participants explore and develop their presenting and influencing skills

The Benefits:

Each participant will:

- Discover techniques and skills relevant to them (rather than generalised techniques),
- Increase their confidence in communicating with a greater range of audiences,
- Develop a greater awareness of their body language,
- Develop a greater awareness of their voice and how to use it,
- Develop a greater flexibility in the way they can present a message and information,
- Be able to analyse their own and others presentation problems and successes – allowing them to discover, learn and try out new ideas, techniques and skills.
- Each participant will also have 20 minutes of 1-2-1 remote support included (this can be used to cover any issues that arise after the workshop).

It can be a course that can be dipped into on a periodic basis to build up new skills, or just a one-off course to tighten up existing ones. Each participant should bring a presentation that they wish to work on.