

Presenting with Impact

Helping you to communicate your ideas effectively ...



Many people find the experience of presenting a real challenge. What this workshop aims to do is to minimise the anxieties that often accompany this task by providing a clear structure to follow, examining the skills needed and providing an opportunity to practice in a supportive environment.

The 2-day programme is aimed at anyone who is required to make presentations either internally or externally as part of their role. It is both an informative and interactive session where you will have an opportunity to practice many of the techniques covered and involves pre-work as well as overnight work between the 2 days.

On completion of the workshop you will be able to :-

- *Confidently prepare yourself for any presentation*
- *Understand the value of researching your audience*
- *Recognise your own presentation strengths and areas to practice further*
- *Prepare notes, visuals and support materials that enhance your ability to deliver an effective presentation*
- *Deliver effective presentations*

Workshop Content

DAY 1

Preparing to Present

- Overcoming your barriers
- Knowing your objective
- Researching your audience
- Preparing your material
- Preparing yourself

Personal Presentations

- Preparation time
- Delegate presentations with feedback
- Preparation for day 2

DAY 2

Delivering with Impact

- Knowing your own style
- Communicating confidence
- Engaging your audience
- Using support materials

Personal Presentations

- Preparation time
- Delegate presentations with feedback

You will be asked to come to the workshop prepared to deliver a short presentation. Some pre-reading will be provided to help you to structure your session effectively.

