

## Presentation Skills for the Reluctant Presenter

Overcome your fear of public speaking



### WHO SHOULD ATTEND

- You feel anxious when speaking in front of an audience but are keen to develop your presentation ability
- You have avoided doing presentations up to now but can't put it off much longer
- Just the thought of having to do a presentation makes you nervous
- You imagine all sorts of presentation nightmares happening to you and it puts you off

### SUMMARY

You will receive helpful and supportive feedback from yourself, your colleagues and the facilitator on the presentation you deliver during the practise session.

The group size is strictly limited to 12 participants. To ensure personal attention there are 2 trainers providing a 1:6 trainer:participant ratio.

Sessions include:

- The skills of effective presenters
- Setting up for success - 5 essentials
- Personal style and delivery
- Knowing what to communicate - and what not to
- Key tips for handling nerves and feeling confident
- Delivering impactful presentations
- Presentation practise and feedback
- Handling questions with confidence

This workshop is highly practical one. You will be preparing and delivering a short presentation with the support of your facilitator and colleagues. There will be opportunities to learn techniques and practice them as well as observing and learning from others. There will be opportunities to get personalised feedback and address your own issues.

### WHAT YOU'LL LEARN

By the end of the day you will be able to:

- Plan and prepare a professional presentations that create maximum impact
- Manage your anxiety with 4 specific techniques that are transferable to other situations
- Recognise and transform areas that you find difficult
- Handle your audience with confidence
- Deliver effective presentations, achieving your desired outcome