

Presentations: Advanced Skills

Maximum Participants: 8

Duration: Two Days

Timings: 09:30 – 16:30



Suitable for

For those with experience of presenting or who have attended 'Presentations – An Introduction' and wish to take their presentation skills to the next level

Aim

To build upon existing presentation skills experience for more powerful presentations. You will practise presenting, receive peer feedback and plan how to take your presentations to the next level.

Learning Outcomes

By the end of the course, you will be able to:

- Review your current attitude, skills and knowledge about giving presentations
- Identify strategies to manage nerves and turn them to your advantage
- Write clear objectives for a presentation to enhance planning and preparation
- Prepare and structure presentations that will win hearts and minds whilst keeping the end result in focus
- Use words, body language, vocal tone, humour, pauses, and silence effectively to enhance delivery
- Combine a range of techniques for adding impact to presentations (including props and audio/visual aids)
- Deliver a prepared (videoed) presentation, evaluate your skills/performance and identify areas for development
- Identify effective ways to deal with the unexpected, including managing the Q&A sessions

You will also leave the course with:

- A sense of achievement
- A Personal Action Plan to take your learning further
- A toolkit of techniques and practical ideas for releasing your potential

Training Style

All courses are interactive, using diverse participatory, 'brain-friendly' training methods including: exercises; games/quizzes; handouts and workbook; small/large group discussion; skills practice and trainer input.

All courses are accompanied by a **Welcome Pack** (including some essential pre-course activities to prepare for learning) and a **'Bonus Pack'** after the training with additional tools, and follow-up activities to support transfer of learning to the workplace. (*email required)

Other Courses to consider (Visit my website for details of these and other courses)

- ➔ Assertiveness – An Introduction
- ➔ Facilitation Skills: An Introduction
- ➔ Influencing and Persuading Skills
- ➔ Interpersonal Communication Skills
- ➔ NLP in the Workplace (2 Days)
- ➔ Simply the Best – Building our personal image, self-esteem and confidence (2 Days)
- ➔ Training Skills – An Introduction (2 Days)

Mike Phillips Training

Releasing potential through learning and development



"Excellent all round, very supportive, encouraging and had a great ability to make us feel at ease."

Excellent time-keeping and pace. Fitted in loads into the two days. A big thank you!"

Course Participant

RSPCA

"Mike is an excellent trainer, in command of his subject and very well prepared."

Course Participant

British Red Cross



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