

# Presentations: An Introduction

Maximum Participants: 8

Duration: One Day

Timings: 09:30 – 16:30



## Suitable for

Those who have little or no experience of giving presentations in front of an audience who wish to learn and develop the skills for delivering presentations that get you, your message and your organisation noticed.

## Aim

To provide the fundamentals that will ensure you plan, practise and deliver memorable presentations with impact. You will develop the essential attitudes, knowledge and skills to deliver effective presentations - getting your messages noticed.

## Learning Outcomes

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

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|---|---|
| <input checked="" type="checkbox"/> Name the three main factors for giving effective presentations                                | <input checked="" type="checkbox"/> List a range of visual aids and other techniques that can maintain audience attention     |
| <input checked="" type="checkbox"/> Identify key fears about presenting and strategies to manage them                             | <input checked="" type="checkbox"/> Use a variety of techniques to handle nerves and difficult emotions                       |
| <input checked="" type="checkbox"/> Use the '6 Universal Questions' tool for preparing, structuring and delivering a presentation | <input checked="" type="checkbox"/> Deliver a short presentation and receive peer feedback to develop and improve your skills |

You will also leave the course with:

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|--|--|
| <input checked="" type="checkbox"/> A sense of achievement   | <input checked="" type="checkbox"/> A Personal Action Plan to take your learning further |
| <input checked="" type="checkbox"/> 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)

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

## Mike Phillips Training

Releasing potential through learning and development

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*"Individual feedback was extremely helpful and encouraging."*

**Course Participant**  
The Fostering Network

*"The sessions on planning presentation content and managing nerves were particularly helpful."*

*Mike was very personable and enthusiastic."*

**Course Participant**  
Cystic Fibrosis Trust

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## website

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