

# professional speaking & presentation

description	<p>A highly interactive two-day development workshop. We cover the basics and then focus on participants' strengths in relation to the more crucial aspects for making successful presentations - to either large or small groups.</p>
who should attend	<ul style="list-style-type: none"><li>• People - at all levels of presenting experience - who wish to increase their confidence and become a more effective presenter.</li><li>• People who need to make effective, successful and winning presentations to groups of all sizes.</li></ul>
features	<p><b>Outline Content</b></p> <ul style="list-style-type: none"><li>• communicating for impact and influencing others</li><li>• selling our message – the language of success</li><li>• conquering the one thing that stops us</li><li>• 8 do's and 4 don'ts of professional speaking</li><li>• the key visual aid - using visual aids for impact</li><li>• the 2 key control tools for handling the group</li><li>• 7 rules for effective question handling</li><li>• the professional presenter's 11 point guide</li><li>• 15 ways to open and 12 ways to close</li><li>• the professional use of equipment.</li></ul>
format	<p>A combination of tutorial presentation of proven techniques and participants' practice, with focused feedback.</p> <p>Using video recording, participants evaluate their own performance - supported by professional guidance - to identify, develop and build upon their strengths in an enjoyable and practical way.</p>
benefits	<ul style="list-style-type: none"><li>• Enhanced delegate skills guaranteed in at least three key aspects of presentation.</li><li>• Increased delegate confidence in own ability to present.</li><li>• More effective and successful presentations providing for increased results.</li><li>• Delegates become more effective, persuasive and successful communicators.</li><li>• Company perceived as being highly professional by its customers.</li></ul>

**For more details of our consultancy and training support**

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