

PRESENTATION SKILLS

TRAINING BRIEFING

Course Outline

An intensive one-day course covering all aspects of presentation skills.

Target Audience

People who present to groups ranging from a couple of people to dozens. These techniques can be used with when presenting to colleagues or to members of the public.

Aims and Objectives

To give presenters more time and confidence with which to deliver a more effective presentation – the course covers a range of practical tips and advice as well as dealing with the issues which, when understood, can help to deliver top class presentations.

- ◆ You and your audience
- ◆ Getting prepared
- ◆ Conveying Information
- ◆ Controlling an Audience
- ◆ Dealing with Questions and Managing Answers
- ◆ Gaining Commitments

What's included?

All refreshments including lunch and refreshments, tuition and study material/handouts.

Tutor

Graeme Ratten spent many years as the Chief Presenting Analyst for a world-wide company, and developed his knowledge and experience of presenting in front of main boards as well as friendly and less friendly groups in 21 different countries. Graeme has developed all of the content on this course real-life presenting experiences, and has now made it available as a one day seminar.

Course Programme

- ◆ Session 1: You and your audience
- ◆ Session 2: Getting prepared
- ◆ Break: Refreshments including tea and coffee provided
- ◆ Session 3: Conveying Information
- ◆ Lunch: Three course buffet lunch
- ◆ Session 4: Controlling an Audience
- ◆ Session 5: Dealing with Questions and Managing Answers
- ◆ Break: Refreshments including tea and coffee provided
- ◆ Session 6: Gaining Commitments

Date and Location

This course will be taking place at the Birmingham City Thistle on Monday 26th July 2010. The course will start at 9.30am and finish at approximately 4.30pm.

Price

- ◆ Member rate: £215.00 plus VAT
- ◆ Non-Member rate: £245.00 plus VAT

Please note that Forum Service and Benefits Advisory Service training credits cannot be redeemed against this training day.

Booking

Please complete the course booking form or call 020 7691 8996 for more information. Places are limited on this course so please book early to avoid disappointment.

VAT and Cancellations

VAT will be applied at the current rate. Cancellations made within one month before course date will be charged at 50%. Cancellations one week prior to course date will be charged at 100%. A substitute attendee is allowed at any time at no extra cost.

Tutor:

Mr Graeme Ratten

Testimonial:

"An excellent training session whether you are new to presenting or for a refresher. Graeme has a fantastic cocktail of energy, knowledge and spontaneity, which makes for a thoroughly enjoyable course."

Debbie Gibbons
Rushmoor Council