

Intermediate Presentation Skills Course Outline

09.30 Start 11.00 Break 1.00 lunch 3.00 Break 5.00 close

2 day Presentation Skills Course Outline (Day One)

Introduction and Initial Assessment:

- Introductions
- Experiences of feedback
- Key presentation skills
- Feedback from tutor

Developing the Key Presentation Skills

Dealing with Nerves and Anxiety

- Before you begin. – Physically dealing with the stress
- Dealing with Fear / Anxiety / Phobia
- Positive reframing

Achieving Vocal Variety

- Warm-up exercises
- Conversation versus presentation voices
- Use of variety for light and shade, pause and pace
- Adding interest to the voice

Creating a Impact through Body Language and Gesture

- The positive image exudes confidence
- Using gesture to enhance your message and add variety
- Understanding and developing the 'speaking zone'
- The importance of eye contact
- Building the essential audience rapport

Presentation - Practicing the standard self introduction

- The business network delivery

Planning and preparing presentations

- Overall Structure – the what, why, who, when, how principles
- The Beginning, Middle and Ending. Opening Bangs and Hooks
- Keeping to structure – signposting

Delivery of prepared presentation (5 mins Max)

Presentation feedback from tutor

- Based on the Key Skills
- Highlighting Strengths and Weaknesses
- Highlighting areas for further development

Review Day One/ Preparation for day two

Notes for Day two presentation

- Structuring a presentation in a short time limit
- Opening and ending the presentation effectively
- Maintaining a strong focus throughout the presentation

Intermediate Presentation Skills Course Proposal

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11.00 Break

1.00 lunch

3.00 Break

5.00 close

2 day Presentation Skills Course Outline (Day Two)

Group Exercises:

Warm up, relaxation and speaking preparation revision

- Before you begin. – Physically dealing with the stress
- Dealing with Fear / Anxiety / Phobia

Further development of vocal variety and interest

- The use of stress words, pause and pace
- Creating the vocal contrast

Theory Lecture:

Understanding how people perceive, learn and communicate

- Grounding of theory. (NLP, Kolb. Art of Rhetoric)
- Creating an audio only presentation
- Putting it into practice

Difficulties presenters face

- Difficult questions / difficult audience
- Difficult situations and how to deal with them
- The plan B - or how to defeat Murphy's Law

Impromptu speaking:

- The instant structure, the mental mind map
- Techniques and practice for those 'could you just...' moments
- The mini – speech

Delivery of Final Presentation:

- Final presentation two
- Feedback from peers and tutor.
- Accepting progress!

Final thoughts:

- Continuing the training – options for self improvement
- Speaking clubs and other options
- Course review and summary
- Evaluation and final comments

Who we are

Business Training Direct is a small company that is dedicated to one key area of business. The art of presentations, public speaking and communication. We made a conscious choice not to try and claim expertise in a dozen different areas, but to concentrate on one. We have two principle trainers who excel in their ability to demonstrate, teach, encourage and facilitate learning. As such we are one of the leading providers of training and we are proud to have worked with a wide variety of public, commercial and government organisations.

Clients

Just some of our clients are mentioned below. We train in many different sectors as the need to be able to get your information across effectively is essential in most business areas. Whatever your sector, we can help you to deliver your presentation with style.

HM Treasury Solicitors Wollastons Shaw Tax Frontier Capital Management Many high street Banks Royal Bank of Scotland	Campbell Hill Reith Nightingale Associates GangNail EDF Energy JP Morgan Oakdene Hollins	Amgen International West Pharmaceuticals Danone Carbon Trust Citizens Advice Ideas Eurobrand
Kent & Medway Hospital Trusts Other health trusts and private health organisations	London borough of Southwark Brighton and Hove council London Borough Haringey	Other media/PR companies

Trainers

Ian Price

Our principal trainer is Ian Price. After 26 years in Local Authority work and having risen to senior management he decided that he had chaired enough meetings, watched enough abysmal PowerPoint and wanted the challenge of training others to do better. After a short spell working as an associate for other companies, he set up Business Training Direct with the view to providing quality training at all times. Ian holds National training qualifications, degrees, management qualifications and vocational certificates. Perhaps more relevant is that he speaks in competition – walking the walk so to speak. In 2004 Ian won the UK National Championship for Impromptu speaking, in 2005 the Southern Area Final for Prepared Speaking and in 2008 the Southern Area once more for Impromptu. One of the advantages this brings, is the ability to instantly show a client a different, or better, way to deliver a difficult point.

In addition, and not normally part of the course, Ian is a trained and qualified hypnotherapist. For those who are nervous about speaking, there are elements of this and NLP training that can often assist.

Margot Elder

Margot Elder is the second principle trainer who is skilled and able to work with groups at all levels. Throughout the 11 years of adult working, Margot has always had training responsibilities. As both a retail and business manager she has recruited, inspired and educated staff at all levels. Her business management degree was selected to provide a depth of knowledge to supplement the practical and effective training delivery that Margot provides within a supportive and warm atmosphere. Margot speaks in competition and won through to the Southern Area Finals at her first attempt. Whether running courses herself or co-training with Ian, Margot ensures that each candidate benefits from her calm and patient approach. Testimonials regularly commend her ability to teach effective skills in a positive friendly style, getting the best from each candidate.

The Training/Courses

Our courses are always interactive and participative The training is practical and candidates will be practicing skills throughout the day. The learning atmosphere will be fun, supportive and effectively managed to ensure that everyone benefits from the training.

The content is designed to build confidence and teach positive and effective delivery skills. Each candidate will come away from their training better equipped and more confident that their very next client meeting or business presentation will be substantially improved.

Each course is fluid enough to accommodate direct learning needs from the attendees. The experienced trainers are adept at ensuring individuals' needs are met.

Costs

The Intermediate course cost is £547.00 per delegate. Courses are kept to a maximum of 8 candidates per course. As the course is interactive and participative, our preferred number of delegates is 6. This allows for group and individual attention and training.

The cost covers handouts, booklets, and a DVD for each candidate after the course showing their progress. All prices are subject to vat.

Other Courses offered by Business Training Direct

Below are several course outlines and comments to give a good understanding of what each course covers. Some courses can be taken in a reduced form in one day; some can be extended to increase the learning to three days. For clarity we have included typical two day options in most cases.

Presentation Skills	Our most popular courses are designed for small groups who wish to master presentation / public speaking skills. They cover nerves, anxieties, and self preparation before moving onto content and delivery skills. Candidates will be capable of giving strong presentations at the end of the course and indeed will look forward to speaking opportunities. (6-8 People)
Powerful PowerPoint Skills	The use and abuse of PowerPoint is an essential topic in many business environments. This one day course builds on the skills of presenting to include how to use PowerPoint to enhance your message and delivery. Not a course on the use of the programme, but rather a course that ensure you know what to put on your slides and how to maximise the impact
Skills for New Managers	This course is aimed at recently appointed Managers/team leaders. Using real world scenarios it covers the skills required to make the adjustment from working alongside your colleagues to managing and motivating them to work for you. It includes role and responsibilities, goal setting appraisals, reprimanding, giving feedback and dealing with conflict/challenging behaviours (8-12 people)
Conflict Management	The course covers the necessary communication, interpersonal and conflict resolution skills needed when dealing with any type of conflict or challenging behavior (including customers/clients/teams/colleagues etc.) (8-12 people)
Time Management	This training course is designed to help participants develop their skills in time management – a way of managing time at work in order to achieve more effective results in less time. (8-12 people)
Stress Management	Participants are coached through any personal difficulties, resulting in increased emotional intelligence and personal effectiveness when dealing with any type of stress. (6-8 people)
Assertiveness/ Confidence	Participants will gain the tools and techniques necessary to, increase assertiveness, boost confidence and build self-esteem. (6-8people)
Facilitation Skills	Facilitation is fast becoming a key skill for anyone who is in a team, leading a project team, heading up a working group or managing a department. This is a two-day course focusing on core facilitation skills. (8-12 people)
Train the Trainer	This course is designed to coach participants, enhancing their skills, confidence and effectiveness when delivering any type of training. (8-12)
Written & Verbal Communication Skills	This course is designed to help participants develop a positive and confident ability to share and pass on information whether in a written or verbal report. It can be ideal for delegates who have English as a second language, or for those who would benefit from developing more confidence in their basic communication skills.
Interview Skills Training/ Preparation	Career progression, change of jobs, redundancy, promotions all involve the interview process. For many people it is a long time since they last went through an interview. We can help candidates to understand the process, prepare themselves to give their best and increase their chances of success. We often do this on a one2one half day so that training and mock interviews can be combined. Individual one2one or in-house groups.