Presentations and Public Speaking

Course Content:

Discover how to deliver effective presentations through developing your understanding of various media and styles and learn techniques and strategies to improve your presentations. Enhance the quality of your presentations by improving your knowledge and understanding of audience, structure, body language, timing, voice, visual aids and planning.

- Understand the importance of planning and organisation
- Recognise what to prepare, and the best way of doing this
- Effective delivery techniques
- Manage anxiety

Who is the Course For?

This seminar is ideal for those who are involved in delivering presentation and speaking publicy and especially those that lack confidence in this area or whould like to improve their technique.

Delivery Method:

This course is delivered through a one day business skills seminar. The day will include a variety of activities through individual working, group work, teaching, question and answer sessions, role plays and presentation practice.

Time Commitment:

This course is a short one day boost to your skills in this area.

Assessment:

Completion of this one day Seminar is recognised with a certificate.

Class information:

- 10 November 2009 Tregye, Carnon Downs £115.00
- 13 May 2010 Tregye, Carnon Downs £115.00

Why Choose Truro and Penwith College Business Centre?

- One of the **Top Ten** Colleges in the UK
- One of the few Colleges to be awarded **Beacon College** status
- Awarded the **Training Quality Standard** for providing outstanding training and development for employers
- The first College in the UK to be awarded **Designated Outstanding** status by Ofsted (Nov 2006)
- One of the **newest** and most **innovative** Colleges in the UK
- First College in the country to gain College wide **matrix accreditation**
- Management tutor recognised as **one of the top three** in the country by ILM
- Awarded the Sfedi **Centre of Excellence** in Enterprise and Business Support
- Member of the **South West Business Skills Academy** a group of world-class learning providers.
- **Outstanding** Learning Resources Centres, building and facilities

For further information and an application form please contact:

Denise Caff, Truro College, Palace Building, Quay Street, Truro, Cornwall, TR1 2HE
Tel: 01872 242711

Truro College offers free impartial advice and guidance on all courses.
This service is available from our guidance officers.

For terms and conditions of use see our website http://trurocollege.ac.uk/

TRURO COLLEGE

PENWITH COLLEGE

Truro and Penwith College Business Centre

we mean business

Truro and Penwith College Business Centre
Palace Building, Quay Street, Truro,
Cornwall, England TR1 2HE

t: 01872 242711
f: 01872 242710
e: businesscentre@truro-penwith.ac.uk
w: www.trurocollege.ac.uk/businesscentre

business