

# Professional Workplace Speaking & Presentation Skills Course

## in Three 4 Hour Workshops

In-house courses for commercial, professional and community organisations.

( Workshop One: **Psycho-Strategies** - Workshop Two: **Speaking Like a Pro** - Workshop Three: **Visual Presenting**)

### Theme:

Embed instinctive presentation abilities that enable participants to lead, inform, educate, enthuse and enjoy their audiences

### Altering the mindset:

Manages and dispels nervousness-myths and performance anxiety. Replace them with an embedded natural confidence, ability and enthusiasm for presenting with story-telling and contextual imagery. New skill-sets are embedded with self-belief and practised, rather than more time spent gathering more academic theory.

### Skill-set development and expected outcomes:

Identifying, clarifying, creating, implementing, practicing, perfecting and embedding presenting skills for life.  
Relief, enjoyment, excitement, enthusiasm, leadership, pride, with instinctive confidence in deeply embedded skills.

### Format:

Courses comprise 3 x 4 hour 'Interval Workshops' a week apart for up to 14 participants.  
(14 participants allow plenty of individual speaking opportunities to a genuine audience size group. Small groups tend to default to unpopular role-playing exercises. The added bonus of 14 participants provides better per-head cost-effectiveness over small-group courses for commissioning organisations.)

Short workshops minimise the operational disruption to workflows and the emotionally draining effects of a 2 full-day course. The intervals between workshops allow participants to reflect at length on their personal and witnessed experiences. It gives them time to collaborate with colleagues and to better prepare themselves and their material for the next session.

### Methodology:

Intensively experiential. Using and sharing psychological approaches to learn, enlighten and inspire others. Serial speaking opportunities. Some light-hearted, some challenging, always interesting. All with individual facilitator and group feed-back and encouragement. Graphically powerful demonstrations. Techniques for swift, effective, low-stress preparation for challenging presentations that participants may face over their lifetimes. Video record, playback and discussion. Participants learn to trust each other and to work as a team. As well as in-course speaking exercises they prepare formal presentations for Workshops 2 and 3.

### Tone:

Surprisingly entertaining and enjoyable. Continuous laughter, competitive team and paired activities .. often noisy .. occasionally emotional .. always fun .. always supportive .. always personally comfortable .. always empowering.

### Value:

You gain an awareness of having embedded a lifetime skill-set that can't be unlearned. Just like learning to ride, ski or swim. Establishes confidence to routinely present to a high standard to any audience, in any circumstances, anytime, anywhere. An enhanced appreciation of the profiles and expectations of large or small audiences. The development of a natural, authentic, confident personal brand as a presenter. The ability to teach what they have become to others.

### Workshops:

**Workshop One** covers the basics. An intense, interactive experience using a psychological approach to presenting that makes normal nervousness irrelevant. Understanding, adopting and applying an authoritative personal brand. Our facilitator presentation introduces new concepts, techniques and disciplines, group exercises, paired challenges and video playback.

**Workshop Two.** 1. Delivery of the prepared speaking task set in Workshop One. Each presentation is fully discussed.  
2. Facilitator presentation outlining effective business PowerPoint design and presentation style. Includes additional exercises.

**Workshop Three.** The formal 'PowerPoint' presentations set at the last workshop are delivered and critiqued. The comparative analysis of these presentations is a highly effective way for participants to identify quality outcomes.

It all comes together here. Those who commit to the course invariably excel. Attendance at all 3 workshops is critical to success. The course is challenging, entertaining, rewarding and empowering. Participants get to know and trust each other well. Larger organisations report this aspect as being particularly valued for trust, cross-communication and collaboration.