

FIRST PRESENTATION SKILLS

A one-day interactive workshop designed for those who have little or no experience of presenting in public and expect to have to take the plunge in the near future.



By taking part in a number of practical exercises throughout the day, participants will progressively build up their self confidence during the workshop. They will also learn to plan, structure and deliver their first presentation in front of an audience. Key skills and techniques are developed in an informal, risk free environment. Personal feedback is an essential element of the training and each participant will receive plenty of individual coaching during the day.

About Skillstudio

Skillstudio is one of the UK's leading providers of presentation & communication skills training and coaching services. We are passionate about drawing out the best in people. Since early 2001 Skillstudio's trainers have worked with thousands of people from over a thousand companies and organisations throughout the UK and Europe. **Our client base now includes more than 50% of the FTSE100 companies.** Other clients include International Blue Chip companies through to SME's; Central Government bodies through to local borough & county councils; schools; colleges; universities; hospitals; and charities. In addition, we have worked with numerous private individuals on a one to one basis and via our public courses. Skillstudio is also an approved external CPD training supplier for the Law Society of England & Wales.

Workshop Objectives

- Understand what makes a good presenter
- Learn to control nerves and deal with common fears
- Develop confidence when speaking in front of an audience
- Learn how to develop ideas
- Learn how to plan and structure a presentation

Workshop Outline

Introduction

- Group introductions & course objectives
- Warm up exercises

Introduction to Presenting

- Good & bad habits
- Dealing with common fears

Preparing to Speak

- Dealing with nerves
- Building self confidence
- Creating a confident impression

Delivery Skills

- Improving your voice
- Speaking with confidence
- Using confident body language

Planning the Presentation

- The key elements to good structure
- Defining your purpose
- Making a strong opening
- Selecting key points
- Knowing your Audience
- Closing effectively

Presentation Practice

- Presenting a short individual presentation
- Evaluating presentations

Further Development

- Individual evaluations by course tutor
- Setting targets for further development

Call us today on +44 (0)8456 444 150 to book your workshop

Public Workshop Dates: 2010

Our 1-day public workshops are held in Central London, Birmingham, Manchester, Leeds, Glasgow & Edinburgh

Central London			Birmingham		Manchester		Leeds		Edinburgh		Glasgow		
Apr 8, 20, 30	Jul 1, 12, 22	Oct 7, 18, 26	Jun 25	Sep 23	May 25	Nov 23	May 21	Nov 10	May 20	Aug 26	Jul 21	Sep 22	Nov 30
May 6, 17, 26	Aug 2, 12, 24	Nov 4, 16, 25	Jul 30	Oct 22	Jul 27		Jul 15						
Jun 4, 14, 23	Sep 3, 15, 27	Dec 6, 15	Aug 17	Nov 17	Sep 28		Sep 09						

Workshop Fee - £297 + VAT (£348.98 inc VAT) includes:-

- ✓ One day highly interactive workshop
- ✓ Personal coaching from an expert trainer
- ✓ Workshop manual full of practical tips & advice
- ✓ **SKILLSPLUS™** eMentoring programme for 6 months
- ✓ Ongoing adhoc support by email
- ✓ Refreshments and sandwich lunch on the day

Bookings

You can book a public workshop place online via our website at www.skillstudio.co.uk. Alternatively, just Email us at public@skillstudio.co.uk or call us on +44 (0)8456 444 150 and we will be happy to check availability and organise your booking.

In-Company Workshops

Our in-company workshops are held at your company location (anywhere in the UK). They are a more cost effective alternative for 4 or more attendees. Our fees for the one day course for up to 6 people are from £1190 (exc VAT).

Workshops can also be adapted to meet your specific requirements.

To discuss your requirements in more detail or to make a workshop booking, please contact us via Email at inhouse@skillstudio.co.uk or via telephone on +44 (0)8456 444 150.

Client Feedback on Skillstudio Courses

"A very enjoyable course. The presenter kept our interest throughout the duration of the day. I found the workshop combatted my nerves head on and helped me perform a better presentation."

Siemens

"I really wasn't looking forward to attending this course but I really enjoyed it. I thought the trainer was excellent. I feel that the skills I developed during this workshop will be beneficial to me not only in work but in my day to day"

HSBC

"I very much enjoyed the workshop. It was very hands on ... I saw people being transformed ... to more outspoken confident presenters.... An excellent workshop..."

Nationwide Building Society

"The feedback given was structured, positive, yet constructive... I would recommend this course to anyone."

LloydsPharmacy

"The trainer was encouraging, honest and gave valuable and useful feedback in a positive way"

South West of England Regional Development Agency

"The best course I can remember attending"

Wandsworth Borough Council

Client List

BT Group
Shell
BBC
CNN
GSK
LloydsPharmacy
Reed Elsevier
P&O Group
Legal & General
Lloyds Bank
Nationwide
John Lewis
Sony Music
McKesson
UK Passport Service
Royal Bank of Scotland
HBOS
HSBC
Vodafone
Home Office
Cardiff County Council
Staffordshire County Council
Wandsworth Borough Council
HPA ... and many more.

Skillstudio Training Services

Public Workshops in:-

Public Speaking & Presentation Skills (3 levels), Communication Skills, Vocal Impact, Interview Skills, Media Skills, Body Language.

One-to-One Coaching and In-Company Training in:-

Presentation Skills	Public Speaking	Communication Skills	Questioning & Listening Skills	Interview Technique
Media Skills	Assertiveness	Chairperson Skills	Body Language Awareness	Facilitation Skills
Telephone Technique	Vocal Skills	Accent Softening	Elocution	