



## 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.

# first presentation skills

## 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

## helping you overcome the fear of presenting

If you have never presented and are now faced with a situation where you have to present for the first time, or if you've already had some experience of presenting but still find it daunting then this is the perfect course for you.

We will help you overcome some of the most common anxieties that people face when they have to give a presentation:

- Not really knowing where / how to start
- Not feeling in control of your nerves
- Using lots of 'um's and err's' to fill in gaps
- Feeling sick at the thought of having to present
- Worried that you'll forget what to say
- Looking foolish in front of your colleagues

Throughout the workshop you will be working in a very practical way. Through a range of simple but very effective exercises you'll learn how to control your nerves, build up your confidence and develop your presentation skills.

You will also be with a group of people who are experiencing similar anxieties to yourself – and as you will be working in a fun, friendly and highly supportive environment you'll actually be able to enjoy the experience.

And by the end of the day you'll have learnt how to present more confidently, get your message across clearly and have made a great start to becoming a really competent presenter.



» 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 



## your expert trainers

Skillstudio has built up an exceptional group of highly qualified, talented and experienced training professionals who have all been hand picked to ensure that only the highest quality training is delivered to our clients. Our trainers are specialists in helping people develop outstanding communication skills and they come equipped with extensive business experience from the Commercial, Public and Third sectors in the UK and internationally.

Many also have a unique performing arts background and are all highly effective performers and superb communicators in their own right. By combining their business training and performance backgrounds with Skillstudio's training formats, our trainers are able to create a highly interactive, supportive and engaging learning environment in which you can fully develop your skills.

You'll also receive the intuitive, expert coaching from a trainer with an unsurpassed depth of experience in almost every aspect of verbal and non verbal communication. Through their infectious enthusiasm, their expertise in the application of voice and body language techniques, and their creative approach, you can be sure that they will help you realise your true potential in the shortest possible time, no matter where you are starting out from.

## supporting you after the workshop

We believe that the training doesn't just end when the course finishes but that it's important that you are encouraged and supported after you've completed the training in order to help you maintain and further develop your newly found confidence and skills.



### Workshop Manual

You'll receive a Skillstudio Workshop Manual which contains a wealth of practical advice and techniques to help you remember what you have learnt and further exercises that you can then use to continue your on-going development.

### Ad-hoc Support by Email

We also offer ad-hoc support by email following the course, whereby you can contact us for further help and advice regarding your forthcoming presentations.

» Absolutely fantastic day! So useful to me personally in gaining confidence to deliver a presentation. The trainer was so encouraging in a truthful and professional way. Very worthwhile. Everyone would benefit from this. «



» As someone who was dreading this, I actually enjoyed the course, remarkably enjoyed parts of my presentation. Excellent course, one of the best I've been on. All issues addressed in a very personal and interactive way. «

# what you'll experience **on the day**

## **introduction to presenting**

It's important that you feel part of the group right from the start of the day. So we like to get everyone up and talking to one another as soon as the course begins.

We want to avoid a build-up of nerves that can occur if you are waiting for the dreaded 'presentation part' of the training so the whole day is about building confidence and practising presenting.

Our practical approach ensures that you are presenting in some form all day – a lot of the time without actually realising it!

Every course we deliver is slightly different – since it is always tailored to meet your needs. During the workshop introduction your trainer will review your expectations and objectives with you and then work with you during the day to ensure that these are met.

## **overcoming the fear of presenting**

Here you'll learn some specific techniques to help control your nervous energy and feel more relaxed when you first start to speak.

These techniques are reinforced throughout the workshop – since the whole day is about controlling nerves and building confidence.

Any performer or athlete will have a 'preparation routine' they go through before they perform and presenting is no different. There are no rigid rules about what to do – it's about what works for you and you can select the most appropriate techniques to help you to feel calm and more confident.

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

## **speaking with confidence**

Your voice is one of your most powerful tools when you are presenting and it's important that you are able to sound confident and convincing (even when you aren't feeling it!).

When people are feeling nervous, the tension created has a negative effect on their voice. There is a common tendency to rush through words in order to get through the presentation as quickly as possible! This can result in rambling, sounding hesitant and using lots of 'umm's' and 'err's'.

Your trainer is a vocal expert and will draw on their repertoire of simple but effective practical exercises to help you to speak with more confidence and communicate your ideas in a clear and fluent manner.



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



## using confident **body language**

Your trainer is also a body language expert and will help you to discover the best ways to present yourself confidently through physical methods.

How you present yourself physically has a direct impact on how you are feeling and so it's important that you use your body language to help convey a confident first impression. You'll also learn how to really connect with your audience and feel that you are having a conversation with them, rather than just speaking at them. This will help you feel more confident and you'll actually start to enjoy presenting to your audience!

## planning the **presentation**

You'll learn how to structure a short presentation that is easy to deliver and easy

for your audience to understand. We do this in different stages – to allow you the opportunity to try out some key structuring techniques in a step by step way so that you are not overwhelmed with lots of information all at once.

You will learn how to develop ideas, select the most important information and establish a strong key message that is relevant to the needs of your audience.

## making a strong **first impression**

The opening is a key moment in any presentation. It often feels like the first 'hurdle' that you have to get over when you first start to present.

So you'll learn how to get over that 'hurdle' and get off to a confident start by creating a strong opening that grabs the audience's immediate attention.

## structuring the **presentation**

A clear structure is essential for any presentation. It acts like the spinal cord of your presentation and helps hold everything together.

We will provide you with simple but effective structuring techniques to help you to maintain a strong focus throughout the presentation. This will help to avoid rambling or forgetting what you want to say next.

And, as with the presentation opening, you will also learn how to end the presentation confidently, and leave the audience with a strong lasting impression.

## individual **presentation practice**

You'll then get the opportunity to put everything together into a short presentation and deliver it to the rest of the group. As you've been presenting in some form throughout the day, it's not nearly as daunting as you may have originally thought and your trainer is there to support you.



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



# 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 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.

## skillstudio training services

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

- Presentation Skills & Public Speaking
- Communication & Assertiveness Skills
- Job Interview Technique
- Media Interview Skills
- Persuasion & Influence Skills
- Creative Writing & Story Telling
- Train the Trainer
- Networking & Sales Skills
- Vocal Impact
- Body Language Awareness
- Questioning & Listening Skills
- Teambuilding
- Facilitation Skills
- Telephone Technique
- Elocution & Accent Softening

### Public Workshops in:-

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



» *The best course I can remember attending.* «

**Wandsworth Borough Council**

## our clients

AkzoNobel  
BBC  
BP  
BT Group  
Europol  
GDF Suez  
GSK

HSBC  
IMechE  
Institution of Civil Engineers  
Islington Council  
John Lewis  
Legal & General  
Lloyds Banking Group

LloydsPharmacy  
Metropolitan Police  
Moody's  
Nationwide  
NHS  
RBS  
Reed Elsevier

Severn Trent Water  
Shell  
Texas Instruments  
UK Passport Service  
Vodafone  
Wandsworth Council  
and many more ...

**For more information visit: [www.skillstudio.co.uk](http://www.skillstudio.co.uk)  
or call us today on +44 (0)8456 444 150 to book your workshop**