



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.



» 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 

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.

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



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.

»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

tailoring the workshop to your needs

Before you attend the workshop we'll ask you to fill in a short questionnaire. This allows you to let your trainer know ahead of the course what you most want to get out of the training and any specific needs you may have.

Your trainer can then tailor the training, as appropriate, to ensure that you get the most out of your time with us. We also ask you to bring a copy of your questionnaire with you to the course so you have it to available for discussion with the trainer and other course delegates.

» 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. «



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.

Skillsplus Programme

After the course, you will also be invited to participate in our free Skillsplus programme. This is an e-learning support programme that has been designed to compliment the course manual and to help maintain the confidence and momentum that has been built up on the course. The programme lasts for approximately six months and is run on a bi-weekly basis whereby you'll receive further exercises; advice; and resources electronically to help reinforce your newly developed skills and support 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.



» 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...* «

 **Nationwide**

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.* «

You'll also find the rest of the group are equally supportive.

The feedback that your trainer gives you will not only suggest ways of further improvement but also highlight the things that you are already doing well – as it's important that you are equally aware of your these things and always play to your strengths.

evaluation & action planning

At the end of the course you will complete your own Personal Action Plan.

You'll review the progress you have made during the day and also set specific targets that are relevant and tangible to ensure your on-going development after the training.

your training options

in-company workshops

Our in-company workshops are held at your company location (anywhere in Europe or further afield). 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).

Our workshops can also be tailored to meet your specific requirements both in terms of content and duration.

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.

public workshops dates: 2011-12

	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Central London	1, 11, 12, 22	1, 10, 12	10, 21, 26	8, 21, 25	2, 13, 26, 31	4, 16, 21, 27	9, 21, 26, 30	14, 25, 30
Birmingham		13	19		8	25	31	
Manchester	22		22		27		22	
Leeds		15	12		6		3	
Glasgow	15		17		22		10	
Edinburgh				2				

Workshop Fee - £297 + VAT (£356.40 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.

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 Skills
- Questioning & Listening Skills
- Interview Technique
- Media Skills
- Assertiveness
- Chairperson Skills
- Body Language Awareness
- Facilitation Skills
- Telephone Technique
- Vocal Skills
- Accent Softening
- Elocution

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