

Why Buy?

High spots

- Learn ways to ensure you capture and maintain the attention of your audience
- You will be coached to make the best use of PowerPoint and other visual material to create a high level of impact
- The supportive and experienced approach of the trainer will ensure that you develop the ability and confidence to put your message across to groups with passion and conviction

“Course interaction was excellent, continual feedback from trainer was very useful. The course will help me present with more confidence.”

“The course was very beneficial and gave me a very good understanding of presenting from start to finish.”

“An excellent course to remind even the most seasoned presenter of the important points of presenting effectively.”

To book or find out more:

t: 0845 072 0144

e: info@tack.co.uk

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Developing People > Advancing Business

Presentation Skills

Become a powerful and persuasive presenter – performance improvement guaranteed!

Duration: 2 days Fee: £990 + VAT

Business and personal benefit

Communicating, either to win new business or to influence an internal audience, has never been so dependent upon outstanding presentations. Few courses offer such total involvement with an absolute guarantee of individual performance improvement. Through video feedback on at least two occasions, delegates witness dramatic performance improvement, leaving them 100% more confident than when they arrived.

In addition to learning new skills you will also see dramatic improvements in self-confidence. You will leave the course with your own personal DVD of your presentations together with a comprehensive workbook of reference notes for future use.

Target audience

Anyone who has to stand up and present to a group of people. Whether you are in sales, finance, administration or any other area of the business, this workshop will enable you to present more successfully. It is particularly suited to people who have not received any coaching or formal presentation training.

Objectives

You will leave the course able to:

- Clarify the appropriate objectives for your presentation
- Structure the presentation in an effective manner, which is easy to understand
- Hold the attention of your audience
- Use PowerPoint and other visual support material to the greatest effect
- Project yourself with total confidence
- Deal with the different questions confidently, ensuring that any question and answer session is inspiring

Before, during & after your programme

You'll receive support at every stage to maximise your investment and bring your learning to life:

- Pre and de-brief calls to establish goals and assess progress
- One to one input from your TACK consultant as group sizes are limited for maximum personal benefit
- All TACK programmes are interactive in style. We believe in 'learning by doing' to ensure your learning experience is 100% relevant to 'real life' situations
- Comprehensive materials including workbook and Personal Action Plan
- TACK Tips – SMS messages designed to inspire, motivate and reinforce key learning points!

Module

Learning points

Outcomes

After this module you will...

Setting objectives

- How to construct your presentation to achieve your real objectives
- How to target your presentation to individual needs

- Pitch your presentation at the right level
- Ensure you meet your objectives
- Limit technical jargon and use positive words

Motivation and persuasion

- Understanding the different motivations of your audience
- How to persuade people to take the actions you want them to

- Achieve real audience motivation
- Win commitment from your audience
- Bring real value to your presentation

Structuring a presentation

- How to fully prepare a presentation
- The concept of 'interest peaks'
- Planning for all elements of the presentation

- Ensure no vital elements are missed
- Hold the interest of your group
- Link different topics smoothly and effectively

Opening and closing

- Developing techniques to open and close your presentation powerfully
- How to 'grab' the audience's attention
- How to create impact as you finish

- Open and close with real impact
- Project confidence from the start
- Engage with your audience throughout your presentation

Dealing with questions

- How to ensure you maintain control
- How to handle difficult questions
- Knowing when to include question and answer sessions

- Gain audience participation
- Develop confidence through questions
- Handle challenging questions effectively
- Know when and how to take questions (and when not to)

Module	Learning points	Outcomes After this module you will...
Visual aids	<ul style="list-style-type: none"> - How to avoid 'death by PowerPoint' - How to maximise all support material - Knowing when to introduce visual material 	<ul style="list-style-type: none"> - Select the appropriate visuals to support your presentation - Use PowerPoint successfully
Use of your voice	<ul style="list-style-type: none"> - How to make the best use of your voice - Key elements of voice projection - How to develop pitch, pace and passion 	<ul style="list-style-type: none"> - Achieve maximum effect from your natural voice - Use your voice to emphasise important elements of your presentation
Body language	<ul style="list-style-type: none"> - How to create positive impressions - How your presence creates impact - How to use space effectively 	<ul style="list-style-type: none"> - Project yourself better - Achieve 'total communication' with your audience - Appear more relaxed
Practice presentations	<ul style="list-style-type: none"> - Practise your skills - Receive personal feedback - Receive your personal DVD for reference 	<ul style="list-style-type: none"> - Have the opportunity to try your new skills - Discover your true potential - Achieve a high level of confidence by seeing yourself improve

Why Buy?

Why open programmes?

With courses ranging from 1-3 days and running regularly across the UK, TACK's open programmes give you access to training and development at a time and place that's convenient to you:

- As well as networking opportunities you'll gain a different perspective from other delegates, their companies, sectors and experiences
- You can be more open and self-critical amongst strangers
- The right programme can be selected to address individual development needs
- Training one or two people at a time spreads your investment
- Departmental work schedules are less likely to be disrupted
- TACK handles all the administration

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Presentation Skills

Supporting your career development

Whatever route you take in your career, we're on hand to provide support and access to a programme that is specific to your needs.

The key to success is your people – their skills, motivation, flexibility and productivity. The ability of your leaders, managers and supervisors to inspire and develop your people to achieve optimum performance is therefore vital. So whatever your level of management experience, TACK has a selection of highly practical programmes designed to meet the challenges you and your team face in an ever changing business environment.

Senior level	Leadership in Senior Management Financial Understanding for the Senior Executive
Specific skills	Presentation Skills Developing Your Interpersonal Skills Making Your Time Count Successful Networking Coaching Skills Measuring Training Return on Investment
Entry level 2	Motivational Leadership
Entry level 1	Management Essentials 2 Management Essentials

The TACK difference

- Accredited Centre for sales and sales management qualifications from The Institute of Sales & Marketing Management
- Winner of the Sales Trainer of the Year at the British Excellence in Sales and Marketing awards in 2008
- The only training company to have won two National Training Awards for sales training
- First training company to achieve ISO 9001 Quality Assurance, continuously maintained since 1992
- First training company to achieve Investors in People accreditation, maintained continuously since 1991
- Leadership & management programmes endorsed by The Institute of Leadership and Management
- Training designed and delivered in 45 countries and 25 languages

