

## Delivering Effective Presentations Course

This course will provide managers and supervisors with the skills to ensure that they not only deliver their message but do so with confidence, clarity and conviction so they gain the support and buy-in of their audience.

### Delivering Effective Presentations

We know how important it is to be able to create and deliver clear and memorable messages to an audience. We will develop and enhance your natural delivery style so that your messages are received, understood and capable of being acted upon effectively.

### Developing Confidence

We know that unless people develop a style of delivery that they are comfortable with they will never be able to deliver with confidence. Our instructors will work with individuals to find a style that works. Our training is designed to specifically improve a delegate's confidence, attitude and behaviour to enable them to undertake their presentation responsibilities professionally

### Course Content

Our course can be tailored to meet any specific individual or employer needs and focuses on improving the confidence, clarity and effectiveness of communications.

### The course develops skills that enable staff to:

- Recognise the importance of effective presentations.
- Understand the audience and their expectations.
- Create the best setting for the presentation.
- The importance of self and audience positioning.
- Properly plan and prepare for presentations.
- The significance of rehearsals.
- Develop voice and language skills.
- Build a strong rapport with their audience.
- The best use of body language.
- Speaking effectively during subsequent Q&A sessions.

### Immediate Results

Benchmark instructors know how to get the message across, even to difficult or hostile audiences. We have trained over 40,000 personnel in the last three years and communication lies at the heart of our business.



**“I’ve known plenty of instructors who can stand in a classroom and tell me they know how to do my job better – this is the first time I’ve had one stand at my shoulder on-site and prove it”.**

CG Scotland

Course Summary

Course Title	Delivering Effective Presentations Course
Course Type	Highly practical, facilitated workshop
Who Should Attend	Managers , Supervisors and Team Leaders
Course Location(s)	Moreton in Marsh or on the client site
Course Duration	One day (9.30 am to 4.30 pm)
Course Frequency	To meet customer requirements
Course Cost	£90 + VAT per delegate.

