

# Speaking and Presenting with Confidence (2) days

## Overview

Presenting confidently to colleagues, managers or customers is a very effective way to communicate your ideas and information.

This two-day course provides participants with opportunities to develop their self confidence and learn how best to control their nerves. In a supportive environment they will learn the fundamental skills of how to prepare and deliver both formal and informal presentations.

## Who Should Attend?

Anyone who is worried by presentations, due to nerves, skill issues or a lack of self-confidence, irrespective of whether they are complete beginners or have presented before.

## Outcomes

By the end of this course you will be able to:

- Control your nerves more effectively.
- Use simple tips to improve your self-confidence.
- Use relaxation techniques to keep your nerves under control.
- Recognise how silence and pauses can help.
- Develop positive self talk to build your confidence.
- Recognise how to practise effectively before you speak.
- Know which support systems will keep you relaxed and in control.
- Plan and prepare more effectively.
- Use a simple structure to make delivery easier.
- Deliver your presentations in a more calm and less rushed style.

## Content

### The Power of Effective Communication

- Communicating one-to-one and one-to-many
- Overcoming the barriers to successful group speaking
- What makes communication successful?
- Formal and informal communication opportunities
- The purpose of team briefings/meetings and presentations

### Preparing to Speak in Front of Others

- Planning to meet the needs of your audience
- Analysing your objectives - focusing on the key issues
- Preparing your material and guidance notes
- Practising - perfecting your delivery and timing

## **Speaking Confidently - Maintaining Control and Projecting Professionalism**

- Confidence and its effect on audience reaction
- Overcoming nerves and building your confidence
- Relaxation techniques to ease anxiety

## **Presentation Skills**

- Body language - how it affects audience reaction
- Positive eye contact with members of your audience
- Grasping and maintaining audience attention - drawing them into your presentation
- Presenting in a style which attracts your audience

## **Holding Interest when Speaking**

- Projecting your voice - speaking with authority and confidence in a persuasive manner
- Using positive language and appropriate gestures
- The techniques used by successful presenters to make their presentations more influential and powerful
- Timing your delivery - pacing yourself

## **Using Visual Aids**

- The available aids - OHPs, charts, video, 35mm slides, presentation packs etc.
- Putting together effective visual aids
- Using appropriate aids which add value to your presentation
- Maintaining control of your visual aids

## **Establishing Rapport with the Audience**

- Building a rapport - understanding audience psychology
- Your image - what does it say about you and your presentation?

## **Personal Development**

- Formulating a personal action plan