

Speaking confidently to groups

Two Days



This course teaches people how to deliver logical and interesting presentations. The group is limited to 10 people to ensure each participant can ask questions and receive individual coaching.

During the session participants get feedback about their natural style and how to make this style effective, instead of trying to be someone they're not.

Controlling nerves

- Why do people fear speaking to groups?
- Overcoming the self-fulfilling prophecy that "I won't do a good job."
- What to do with your hands and eyes to look confident when you feel nervous
- How to use pauses to add variety and grab people's attention
- Learn what to do if your mind goes "blank". A technique used by most professional presenters that is so good the audience may never realise you were in trouble

Making your talk interesting

There are 3 essential elements of an interesting presentation

- The topic
- The objective
- The theme

Structuring the information

- The 3 most effective structures for a logical presentation
- How to choose the right structure for your material
- The ONE question used to decide what to keep and what to cut from your talk

Preparing notes

- How to reduce masses of information into a concise set of notes
- How to keep your place, even if you drop your notes

Making your talk memorable

- The classic techniques used by Shakespeare, J F Kennedy and Martin Luther King
- How to use *analogies* and *anecdotes* to bring boring facts to life
- Discover how to use less words for greater impact
- Using *visual words* so people can 'see' what you are saying
- How to turn 'dry' facts into crisp, memorable points
- How and when to use humour – what are alternative ways to keep people interested?



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Writing a succinct introduction and closing

- The 5 "technical" things that must be included in an introduction
- 6 ways to grab people's attention in the first 30 seconds - without telling a joke
- How to finish in style by linking your last sentence to your opening statement

Using props like a pro

- The most common mistakes people make with PowerPoint
- How to use PowerPoint to grab interest, instead of putting everyone to sleep
- What should, and shouldn't go on a PowerPoint slide?
- The maximum lines and words per slide
- The golden rules for using whiteboards and overheads
- How and when to use handouts

Dealing with difficult questions

- How to look calm and controlled when facing difficult questions
- The key to showing respect for difficult people, without patronising them
- The 3 step technique for replying to an aggressive question confidently and respectfully
- Discover how professional presenters buy themselves time under pressure



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