

Speaking in front of a group can be hard. You need tools to create concise, engaging material and then deliver it in a way that looks confident, grabs your audience's attention and keeps it until the very end.

Learning Objectives

By the end of the course, the delegates will be able to:

- show confidence and control their nerves
- write rich, concise material
- use stories to breathe life into the information
- engage the audience and keep their attention
- communicate authentically
- use visuals effectively
- adapt to the unexpected
- use humour where appropriate



Format

£2,400 for 6 people, 9:30am-4:30pm.

Required: whiteboard with pens.

Each attendee brings a 4-minute presentation on any subject they like, in the form of simple notes (and visuals if they wish). Attendees should bring their preferred note-taking medium.

Schedule

Morning

1. Introduction: format and objectives for the day.
2. Writing: techniques for creating and editing concise material.
3. The fundamentals of writing stories.
4. Visuals: how to use slides for maximum effect without relying on them.
5. Delivery: how to make a great first impression and engage your audience.
6. Being spontaneous and humorous.

Afternoon

7. Mindset: techniques to handle your nerves and keep your cool.
8. Everyone writes their presentation.
9. Everyone delivers their piece and receives feedback.
10. Conclusion – key points learnt from the day are discussed and reinforced.