

# Essential Presentation Skills

one-day  
fast paced  
course



- ▷ Acquire methods for opening and closing a talk with authority and presence
- ▷ Learn how to use your voice to command attention
- ▷ Design high impact presentations

This fast paced, interactive one-day workshop shows those new to public speaking how to deliver strong, confident presentations



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## Essential Presentation Skills



### Overview

**Making presentations to customers, colleagues and employees is an increasingly important aspect of many people's work. This one-day course is about learning to make those presentations with passion and power. It is also designed to give those new to public speaking a real sense of confidence.**

### Learning objectives

By attending this highly interactive one-day course you will:

- ▷ **Gain an insight into the 'golden rules' of powerful presentations**
- ▷ **Master a technique for developing your self-confidence**
- ▷ **Discover how to set clear goals for your talks**
- ▷ **Learn how to design effective visual aids**
- ▷ **Develop a strong, flexible speaking voice that exudes confidence and energy**

### Who should attend?

This is a training programme for managers, sales people, and others who are new to public speaking or who have not had any formal training in this topic and have to make presentations as part of their job.

### Pre workshop preparation

Delegates should come prepared with two, five-minute presentations that they will deliver during the course.



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## The 'golden rules' of effective presentation

Reviewing the theories, key concepts, beliefs, values and principles involved in effectively designing and delivering a talk.

- ▷ Examining your current beliefs
- ▷ Reviewing expert beliefs
- ▷ Making changes that you feel are appropriate for you

▶ **Pairs Exercise: applying the 'Affirmation' technique**



## Presentation planning

Understanding important principles in the design of effective presentations.

- ▷ Setting your outcome
- ▷ Knowing your audience
- ▷ Having a logical structure and the importance of the 'signpost slide'
- ▷ Creating effective PowerPoint slides
- ▷ The power of rehearsal

▶ **Pairs Exercise: reviewing your colleague's pre prepared talks**



## Building presenter confidence

Confidence in presenting has four sources. Firstly, it stems from having expert beliefs, secondly, from knowing your material, thirdly, positive experience (i.e. having done it successfully in the past) and fourthly, from conditioning yourself to feel good about presenting. Using a technique known as 'resource anchoring' we can develop this conditioning aspect of building confidence.

- ▷ The conditioning process
- ▷ Building positive emotions
- ▷ Using 'triggers'

▶ **Pairs Exercise: resource anchoring to build confidence**



## Delivering with impact

There will be a review of the BMC Assessment checklist, which highlights the key points that the speakers need to implement when giving their talks.

- ▷ The BMC seven step introduction method
- ▷ The BMC three step ending technique
- ▷ Using your voice well – the 4 P's: Pausing, Power, Pace and Pitch
- ▷ Eye contact to gain rapport with the audience
- ▷ Body language and gestures to dramatise the message
- ▷ Visual aids to reinforce your message and the 'lines of sight' concept
- ▷ The read, rotate, repeat delivery method

▶ **Group Exercise: discussion of key points**

**practising the introduction and ending techniques**



## 5 minute practise presentations

Speakers take turns to deliver their five-minute presentations in front of the group and are given feedback by reviewing the videotape of their presentation and as a result of getting feedback against the BMC assessment checklist.

## Feedback

Numbers are limited twelve per course to maximise participation in the programme. Each presenter is given a detailed assessment of their talk, which is prepared by their peers. Completing the BMC assessment checklists is not only valuable to the presenter it also helps those completing them to gain an in-depth understanding of the building blocks that make up an excellent presentation.

## Contact

Further information is available by contacting Boulden Management Consultants at:

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