



A L C H E M Y

INTERPERSONAL SKILLS AT WORK

Powerful Presentation Skills

Overview	<p>Not too many years ago presentations were often the domain of senior managers, and were aimed at the larger audience. Nowadays however, most people seem to be called upon to make presentations, and often to small and medium sized groups.</p> <p>This is a practical programme, working with small groups on the main elements of effective presenting. The key to the workshop's effectiveness is in the mix of tutor input and practical application. The learning is essentially experiential, with plenty of opportunities to try out the ideas that are covered.</p>
Aimed at	Anyone who is new, relatively new or simply good at avoiding presenting.
Benefits of Attending	<p>After attending the workshop, you will be able to:</p> <ul style="list-style-type: none">• Use creative techniques to overcome 'presenter's block'• Structure your presentations to keep an audience focused• Link your messages to the 5 ways we remember• Grab an audience's attention from the outset• Review the practical sessions on your own DVD
Topics Covered	<ul style="list-style-type: none">• Structuring a presentation• The 5 keys to audience recall• Explanation techniques• Creative planning techniques• Gaining & controlling audience involvement• Handling tricky situations
Duration	1 and 2 Days (Advanced Presentations Skills available as a 1 day follow up).
Group Size	Maximum 6 Participants
Our Ref.	PPSCusC01
To Book	<p>Call us on: 01865 811148 e-mail us at: info@alchemytraininguk.com</p>