

2 DAY (4-MODULE) VIRTUAL

IN-COMPANY PRESENTATION SKILLS MASTERCLASS

ON YOUR FEET

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PROGRAMME OVERVIEW

We use the latest in video technology to engage with each participant **before** the day of the training.

This live online 4 module programme is highly participatory. This leads to maximum levels of engagement by the participants and maximum impact on their presenting abilities.

It is a blend of 3 **group** modules and the 4th module with **one to one** coaching. Typically, these modules are delivered over 4 consecutive weeks. This timeframe can be adjusted to your needs.

We spend the minimum time on theory and the maximum time helping each attendee bring their virtual presentation skills to the next level.

Throughout the programme, there will be several ad hoc opportunities to present to the group, with strong, yet supportive, coaching.

WHO WOULD BENEFIT

This highly participative programme is for those who already have some prior presentation skills training or public speaking experience.

In particular, it is valuable for those who speak to groups, sales people and those who need to be able to think on their feet.

The attendees are coached strongly and will see a significant shift in their presentation skills.

CUSTOMISING YOUR PROGRAMME

Before any programme we have discussions with you and send you a Discovery Document to ascertain your required outcomes for your attendees. We tailor our objectives to match **your needs** so that you can achieve the maximum results from the programme.

A week or so prior to the programme we send each participant a link to our innovative video platform. There, they will be greeted by their facilitator who will introduce themselves and set the tone for the programme. The participants are then asked a few short questions, which they answer via the video platform.

There are **3 key benefits** of this exercise.

- 1** The questions help the participant get some clarity on what they would like to achieve during the programme.
- 2** By virtue of responding to the questions asked on the video, it can bring some awareness to their current skill levels.
- 3** It gives the facilitator a feel for where each participant is in terms of current skill levels. This means that even though it is a group session, the facilitator can address the individual needs of each attendee.

PROGRAMME OBJECTIVES

On completion of this 4-module programme, attendees will have gained skills, techniques and confidence to enable them to deliver high impact presentations.

Typical objectives include:

- ✓ The 3-step matrix to prepare
- ✓ Identify and enhance their own natural style
- ✓ Use the SSS of presenting
- ✓ Apply best practice for posture in a virtual setting
- ✓ Adjust body language for virtual delivery
- ✓ Maximise vocal impact
- ✓ Use props successfully
- ✓ Engage & connect with a virtual audience
- ✓ Control nerves
- ✓ Present with increased self-confidence
- ✓ 8 ways to open and 8 ways to close
- ✓ Understand PowerPoint best practice
- ✓ Present to persuade
- ✓ Answer questions effectively
- ✓ Communicate more credibly









While there is an overall atmosphere of fun there is also a serious amount of learning taking place. In order to strike the best balance between personal attention and supportive group dynamics, we limit the number of attendees to **6-8**.

“ THE FACILITATOR WAS VERY ENGAGING AND THE TOPICS AND THE WAY THEY WERE PRESENTED WERE EXCELLENT. I FOUND IT ALL VERY RELEVANT TO MY ROLE AND WILL BE IMPLEMENTING CHANGES TO HOW I PREPARE FOR AND DELIVER PRESENTATIONS. ”

METHODOLOGY

This programme is participatory, fast-moving and will focus on the attendees learning through discovery rather than “lecture-style” delivery.

We deliver via zoom, using a variety of tools and delivery techniques to make this virtual programme varied and engaging. These include:

-  Attendees are asked a few short questions via video to help build awareness around their current skillset.
-  Breakout rooms to allow participants to discuss topics in small groups.
-  Online polls and interactive noticeboard for brainstorming and gathering ideas.
-  There will be opportunities for attendees to contribute formally and ad hoc.
-  Individual reflection time.
-  Opportunity for each attendee to present briefly during each of the modules.
-  1 to 1 brief personalised feedback to each individual with specific help on how to improve.
-  In the final module, each attendee has a **30 minute session** one to one with the facilitator. This gives them the opportunity to present their own material with very specific feedback and guidance on how to improve.



OUR 3-STEP APPROACH

Before the programme, we send participants a link to our video platform where they will answer a few short questions to gauge their current skill level.

During the programme, we keep things highly participatory. In the brief one to one feedback, we highlight what is being done well and give very specific guidance on how to improve.

After the programme, attendees will be given lifetime access to a client only area on our website where we have helpful videos, books, talks, blogs and in-depth downloadable programme notes.

COST

This programme includes:

- ✔ Supply and analysis of discovery document to ascertain your exact needs
- ✔ Design of objectives
- ✔ Supply and analysis of individual video submissions by all participants
- ✔ Delivery of 3 group sessions of 3.5 hours each, plus an additional module (4 hours) of 30 minute one to one sessions
- ✔ Private access to our useful resources.

Please [contact us](#) for cost.

Note: We offer a 100% refund if you are not entirely satisfied with our services

FACILITATORS



Majella Byrne

We are a small team of facilitators, but with a wide diverse of business experience both in Ireland and overseas. In addition to this we all hold internationally recognised training qualifications.



Aideen Lowe

As a team we hold additional and varied qualifications. These vary from IT, to coaching, through to Masters degrees..



Barbara Moynihan

We believe that the combination of our **practical business** experience and the academic **qualifications** enable us to understand our clients and help them meet their business goals.

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