

# 1 DAY

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# IN-COMPANY PRESENTATION SKILLS MASTERCLASS



# PROGRAMME OVERVIEW

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

This fast paced, highly interactive videoed masterclass focuses on getting you “on your feet” as often as we can, helping each attendee bring their presentation skills to the next level.

While we do cover theory, we do it in a way that facilitates learning by discovery, making the content easier to digest and much more memorable.

## WHO WOULD BENEFIT

This programme is for those who wish to improve how they prepare for and deliver presentations.

While the focus is mainly on face to face presentations – the skills gained on this programme are relevant to any situation where you have to communicate verbally. This means that tools, techniques and skills are transferrable to help the attendees to also communicate with added impact on virtual presentations.

It is suitable for those who already have some experience presenting but want to bring their skills to the next level.

## 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 1 day programme, attendees will know how to:

- ✓ Implement a simple 3-step matrix to prepare for success
- ✓ Identify and enhance their own natural style
- ✓ Use the SSS of presenting
- ✓ Use body language effectively
- ✓ Maximise vocal and visual impact
- ✓ Engage and connect with an audience
- ✓ Control nerves
- ✓ Present with increased self-confidence
- ✓ 8 ways to open and 8 ways to close
- ✓ Understand PowerPoint best practice

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**.

# METHODOLOGY

This programme is participatory, fast-moving and will have attendees up on their feet, more than once. Our focus is on the attendees learning through discovery rather than "lecture-style" delivery.

-  Attendees are asked a few short questions via video to help build awareness around their current skillset.
-  There will be opportunities for attendees to contribute formally and ad hoc.
-  Each attendee will present twice to video, once in the morning and again towards the end of the day.
-  Individual reflection time.
-  1 to 1 brief feedback, in a separate room, to each individual on their presentation style with very specific guidance on how to improve.
-  Attendees will be split into small groups to allow them to discuss topics at certain points during the day.
-  Flip charts will be used for brainstorming and gathering ideas.

“

I LOVED THE FACT THAT YOU WENT VERY DEEP IN UNDERSTANDING OUR AUDIENCE THROUGH PRE-CALLS AND YOUR DISCOVERY DOCUMENT, THAT REALLY HELPED IN GETTING THE MOST OUT OF THE DAY

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# 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, to each participant in a separate room, 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
- ✓ Supply and analysis of individual video submissions by all participants
- ✓ Videoing of participants using our equipment
- ✓ Delivery of one day session – including personalised feedback to each participant
- ✓ Private access to our useful resources
- ✓ Comprehensive report to yourselves of feedback by attendees.

Please [contact us](#) for cost.

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

## FACILITATORS



Majella Byrne



Aileen Lowe



Barbara Moynihan

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.

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

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.

**ON YOUR FEET**

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