

1 DAY VIRTUAL

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.

During this fast paced, highly interactive LIVE online masterclass we focus on helping each attendee bring their virtual 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.

We deliver this programme over two half days (ideally consecutive),

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 virtual 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 in face-to-face 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
- ✓ Apply best practice for posture in a virtual setting
- ✓ Adjust body language for virtual delivery
- ✓ Maximise vocal impact
- ✓ Engage and 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

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 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.
-  Opportunity for each attendee to do a very short introductory virtual presentation.
-  Breakout rooms to allow participants to discuss topics in small groups.
-  1 to 1 brief personalised feedback to each individual on their presentation style with very specific guidance on how to improve.
-  Online polls and interactive noticeboard for brainstorming and gathering ideas.
-  Individual reflection time.
-  Several opportunities for attendees to contribute formally and ad hoc.



I REALLY ENJOYED THE TWO SESSIONS AND I'D ESPECIALLY COMPLIMENT THE ADAPTABILITY IN TRANSFORMING AN ENGAGING IN-PERSON OPERATION INTO THE VIRTUAL WORLD.



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
- ✓ Supply and analysis of individual video submissions by all participants
- ✓ Delivery of two x half day sessions – including personalised feedback to each participant
- ✓ CPD Certificate of 7 hours to each participant on request
- ✓ 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.

ON YOUR FEET

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