

# 2 DAY

# 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 2-day high energy, high impact videoed masterclass we get you “on your feet” **5 times to video**.

We spend the minimum time on theory and the maximum time getting participants on their feet, both on and off camera..

## 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 executives 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 2 day programme, attendees will have gained skills, techniques and confidence to enable them to deliver high impact presentations.

Sample objectives include:

- ✓ Identify and enhance their own style
- ✓ The 3 step matrix to prepare
- ✓ Present with increased self confidence
- ✓ Tell a compelling story
- ✓ Open and close with purpose
- ✓ Communicate more credibly
- ✓ Use more convincing evidence
- ✓ Build and hold rapport with an audience
- ✓ Use the SSS of presenting
- ✓ Advance their vocal technique
- ✓ Add impact with body language
- ✓ Control nerves
- ✓ Present to persuade
- ✓ Understand PowerPoint best practice
- ✓ Use props for added effect
- ✓ Effectively facilitate a questions and answers session

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**.

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A REALLY FANTASTIC TRAINING SESSION AND I STILL USE ALL OF THE POINTERS AND HAVE COMPLETELY RELAXED. NO LONGER SOUND LIKE I AM A MONOTONE NEWS PRESENTER!

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# METHODOLOGY

This programme is participatory, fast-moving and attendees will be frequently up on their feet. 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.



Each attendee will present **5 times** to video, over the course of the 2 days.



1 to 1 brief feedback in a separate room to each individual on their presentation style with very specific guidance on how to improve.



Flip charts will be used for brainstorming and gathering ideas.



There will be several ad hoc opportunities for attendees to present to the group off camera, with strong coaching.



Individual reflection time.



Attendees will be split into small groups to allow them to discuss topics at certain points during the programme.

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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.

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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
- ✓ Videoring of participants using our equipment
- ✓ Delivery of two 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

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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