



Training
programme

PRESENTATION SKILLS 1

in-room
or on-line

- **OBJECTIVES** ▶ *Improve your confidence, image and impact, in both in-room and on-line presentations.*
- **CONVICTIONS** ▶ Presentations - especially on-line presentations - require specific skills from speakers to be interesting, convincing and motivating.
▶ With the right method, everyone can quickly develop these talents. They value the speaker and they encourage listeners to agree.
▶ Presenting effectively in meetings and in public accelerates success - and many careers. The training time to invest is counted in days, the gains sometimes in years.
- **TARGETS** ▶ Leaders, managers, experts, teams, who make in-room and/or on-line presentations. From new managers to seasoned speakers, all make significant progress in this training. Prerequisite: having a minimum of experience in presenting, in-room or online.
- **CONTENT**
 1. Enhance your professional **image**, when you speak in public and on-line. Identify the specific improvements that will enable you to be better perceived. Leverage your verbal and non-verbal assets, to appear more comfortable and to project a greater personal **credibility**.
 2. Present a **message** in a convincing way: idea, project, activity, report, method, service. Experiment improvements versus your preceding presentation in the training. Grab attention from your first words and keep it until the end. Conclude with a rhetorical method and with **impact** to win support.
 3. Use a proven **structure** to save a lot of time and stress when you prepare presentations. Ask rhetorical questions, highlight the reasoning and stories that lead to your answers. Organise, clarify, simplify and illustrate your data, summarise your key-points. Be able to move away from your slides and make your presentations **memorable**.
 4. Improve your **assertiveness** and prove resilient in the face of questions and objections. Run a successful three-part presentation, incorporating the proposed new techniques. Find the right **balance** between solidity and diplomacy to defend your ideas. Keep your composure under pressure, rather than being destabilised.
- **METHOD** ▶ You benefit from presentations and exercises to make our tool box your own. You have allocated times to prepare and to make presentations to the group.
▶ You review your videos, in private with the trainer, who gives you detailed feedback. At each video review, you receive precise recommendations and you set with the trainer a priority for improvement, that you will implement as soon as the next exercise. So you integrate your learnings from exercise to exercise during the training.
▶ You evaluate yourself and the training: at start, at the end, and 1 month later.
- **MODALITIES** ▶ In room: 2 days with 2 trainers & 2 rooms. Advantage: participants relations. 15h training.
▶ On-line: 4 mornings 9h-12h45 + 45mn individual feedback per afternoon. 18h training. You receive in advance the objectives, programme, login code and participant manual. Advantages : you practice tips for remote situations and receive more in-depth feedback.
▶ If you have a disability, please contact us to find a suitable accommodation.
▶ Price 1880 € excl. tax per participant. In-house price: please contact us.