



Training
programme

PRESENTATION SKILLS

in-room
or on-line

- **OBJECTIVES** ▶ **Confidence and impact in presentations, in-room and on-line**
- **CONVICTIONS** ▶ Presentations require specific skills from speakers to be interesting and convincing. This is even more crucial for on-line presentations.
 - ▶ Delivering an effective presentation adds value to the project and to the speaker. In time, presenting effectively in meetings and in public accelerates many careers.
 - ▶ With the right method, everyone can quickly develop these useful talents. The 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.
- **ORGANISATION** ▶ **15 hours in-room:** 2 full days, 2 senior trainers, 2 rooms, fast paced training. The right choice for in-room presentations + for a stronger teambuilding effect.
 - ▶ **or 18 hours on-line:** 4 mornings 9h-12h45 + 45mn individual feedback each afternoon. The right choice for on-line presentations + for more in-depth private coaching.
- **CONTENT**
 1. Enhance your professional **image** when you speak in public and on-line. Identify 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 progress compared to your previous presentation during the training. Grab attention from your very first words and keep it right to the end. Conclude with **impact**, using a rhetorical method to win support.
 3. Use a proven **structure** to save a lot of time when you prepare presentations. Ask rhetorical questions, highlight the reasoning and stories that lead to your key-points. Organise, clarify, streamline, illustrate your data; condense and recap 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. Deliver a successful 3-part presentation, incorporating the new techniques proposed. 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 explanations, examples and exercises to acquire the Forplus toolbox. You have allocated times to prepare and to deliver presentations to the group.
 - ▶ You review your videos, in private with a senior trainer, who gives you personal feedback. At each video review, you receive precise recommendations from the trainer and you set a priority for improvement, that you will implement in the next exercise.
 - ▶ So, exercise after exercise in the training, you experiment and integrate your learnings. You evaluate yourself and the training: at start, at the end, and 1 month later.
 - ▶ In case of a disability, please contact us to arrange accommodation.