

## Presentation Skills

### Successful Presentations

#### Standing up in front people - it does not need to be a thing to avoid!

Many managers find the thought of presenting to a crowd of people a truly terrifying thought. We have designed three approaches to help managers create, plan and deliver effective presentations.

Can you recall a presentation that really wowed you? What was it that was so good? How did it press all the right buttons? The ability to deliver presentations with impact is a key skill within the business environment. Whether the purpose is direct sales, or to brief a concept - a presentation will always involve the selling of an idea or ideas. If the delivery of presentations is a requirement of your role, and you feel the need to refine and develop your skills, or the delivery of presentations is a new requirement, which fills you with trepidation, then one of these approaches will suit you!

#### One to one coaching for Senior Managers

All that is needed is one of our developers, the senior manager, a video camera and a locked room! The idea is that the senior manager brings a rough content of a soon to be delivered presentation.

We then work with the senior manager to polish and refine not only the content but also the delivery. We have also continued to work with the senior manager by attending the presentation and giving detailed feedback afterwards.

#### Two day workshop

This approach gives people time to gain confidence when presenting to others by adopting a structured approach, effectively using visual aids and stimulating their target audience.

We adopt a building block approach with the participant bringing a topic to the workshop. The first day is spent assembling the presentation and practicing small parts such as

- making an impact
- capturing the audience's attention with your introduction
- using visual aids to emphasise key points

The last day is spent delivering the entire presentation. We ensure that there is a high developer: practitioner ratio 1:7 as a maximum. This ensures that detailed feedback and encouragement is given. Each participant gets a recording of their progress throughout the two days. The change is apparent and motivates!

#### One day workshop

This workshop is designed to refresh participants who may have presented in the past and feel that they would like to check out their skills in a supportive environment. Participants will be given pre-workshop material to work through and would be expected to have a presentation ready prior to the day. Existing presentations could be used.

We ensure that there is a high developer: practitioner ratio 1:7 as a maximum. This ensures that detailed feedback and encouragement is given.

## One to one coaching for Senior Managers

½ day session with senior manager	£1,000.00
Follow up Coaching sessions per hour	200.00

## Two day workshop

Developers fees on a 1:7 participants ratio	£2,400.00
Cost per participant if there are 7	343.00
Cost per participant if there are 6	400.00

## One day workshop

Developers fees on a 1:7 participants ratio	£1,200.00
Cost per participant if there are 7	171.50
Cost per participant if there are 6	200.00

## Terms and conditions

- 1 All fees quoted are exclusive of VAT.
- 2 The client will be asked to provide a suitable venue for the programme.
- 3 The client will be asked to provide the equipment required for the programme.
- 4 Travel expenses will be charged at 49p per mile or rail fare if the venue is 50 miles from Horley.
- 5 The client will be invoiced monthly for work carried out during that month.
- 6 Payment of invoices is required within 14 days of the date of invoice.
- 7 In the event of any dates booked for meetings being cancelled the following fees will apply:

31 - 60 days prior to meeting	25 % of the days booked
21 - 30 days prior to meeting	50 % of the days booked
11 - 20 days prior to meeting	75 % of the days booked
1 - 10 days prior to meeting	100 % of the days booked

