

Seminar Schematic

for

Successful Presenting D109/D/1

by



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Seminar Aims

This seminar is designed to:

- Facilitate best practice standards for professional business presentations.
- Enable delegates to successfully prepare and make compelling presentations to an audience.
- Offer control strategies to offset performance limiting factors.

Seminar Objectives

By the end of this seminar, using any support materials available, delegates will be able to:

- Define presentation styles and methods.
- Structure a presentation appropriately.
- Use different types of media in combination.
- Establishing rapport, trust and management of an audience
- Be confident when speaking and delivering presentations.

Target Audience

- A director or business owner with responsibility for influencing business direction and guiding others in achievement of goals and objectives.
- An individual wanting to make compelling and professional presentations to an audience.
- An executive who requires to improve their presenting style and abilities.

Pre-requisites

None.

Duration

2 days.

Number of participants

A maximum of 6 and a minimum of 4 per seminar event.

Seminar Outline

Delivering a presentation of any type can be a difficult task with many factors contributing pressure to do so successfully. Business increasing relies upon leaders, directors and executives who must professionally and effectively make compelling presentations to a range of audiences.

This seminar provides a best practice framework to be followed by delegates when preparing and delivering presentations. The seminar is highly interactive with many opportunities for delegates to present and learn about themselves and their presenting style. This mix of theory and practice is designed to help participants grow in confidence and their ability to present successfully.

Timetable

The seminar is designed to run on a normal work day basis, ie 8 hours from 09:00am.