

# Presentation Skills Training

## ■ Description

A workshop with plenty of hands-on experience and exercises covering:

- The 3 Ps to a successful presentation
- Recorded presentations if required
- Playback and feedback

## ■ Aims

The principal aims of the course are to introduce you with the skills and confidence to present successfully in any situation, whether in an AGM, conference or internal meeting. You will gain valuable insights from media and presentation professionals into audience expectations with the day focusing on the three key areas: practice, preparation and performance. You will leave the day with a clear framework for planning and preparing. The course works very well as a refresher session if delegates want to brush up on existing skills or for those with little or no previous presenting experience, as the course is pitched according to the delegates attending.

## ■ Course Programme

### MORNING

The three key areas of presenting successfully - preparation, practice and delivery.

#### Preparation

- Yourself
- Your presentation
- The venue

#### Practice

- Body language
- Breathing
- Pace

#### Performance

- Timing
- Taking questions

### AFTERNOON

Recorded practice presentations, with playback, constructive feedback & supportive coaching

Dealing with a hostile audience

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