

SPEAK UP 4 SUCCESS

// MANAGEMENT

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Duration The course will be conducted over 2 days or 16 hours

Target audience All Staff

Number of delegates Minimum 10 delegates and maximum 15 delegates

COURSE BACKGROUND

A presentation is an important business tool. Whether you are persuading colleagues, selling a client, energising a team or showing an idea to senior management, the power of your presentation can make the difference. Success depends on your presentation ability, so don't miss this opportunity to sharpen your skills. The process focuses on structuring a presentation, building credibility, and selling the idea, how to use voice and gesture to create a strong impression, how to handle a formal speech, impromptu remarks, or a contentious meeting.

COURSE OBJECTIVES AND CONTENT

Workshop participants learn to :

- Frame their presentations so that they are listener-focused and persuasive
- Create effective visual aids to support key messages
- Manage nervousness and gain self-awareness
- Engage listeners in a comfortable, flexible conversation
- Be clear and concise
- Use visuals effectively whether seated or standing, projected, hand-held, or hard copy
- Think on their feet
- Facilitate fruitful interactions with listeners
- Get the business of the presentation done effectively and efficiently