

## **Presentation Half Day Programme**

### **Includes:**

4 hours intensive coaching  
2/3 trainers including a trained actress and voice coach  
Each exercise is filmed, played back and reviewed  
DVD of the mock interviews to review following training  
Preparation to make the training as relevant and realistic as possible  
Follow-up support

### **Introduction and Objectives**

#### **Presentation Matters**

We set the context for successful presentations to professional audiences.

#### **Looking the part, sounding the part**

We deal with the essential considerations to make a powerful impact on an audience.

#### **Impromptu short speech**

A short speech on a familiar topic to allow the team to make an initial assessment of your vocal strengths and weaknesses.

#### **Tailoring the message**

The vital considerations that underpin the effectiveness of any speech or presentation.

#### **Two minute prepared presentation**

The presentation allows the team to make an early assessment of areas for developments, and provides a benchmark to measure improvement throughout the session.

#### **Breathing, vocal exercises and posture**

An intensive 30 minute session with voice coach and drama teacher, Sarah Huntley, including key routines used by professional actors and presenters.

The exercises help develop projection and assist in the relaxation of voice and mind before important events.

#### **Working with PowerPoint**

The essential rules that help a presenter make the most of visual aids.

#### **Pace exercise**

How to make maximum effect with words. We practise with a written text to help you get the feel for the right pace at which to communicate with authority.

#### **Course Review**