

Who should attend

This course is designed for all candidates who are likely to be called upon to make formal or informal presentations on a regular basis.

Key benefits

This course is designed to teach candidates how to plan, prepare and deliver both formal and informal presentations to achieve maximum impact, and to handle audience questions effectively. The programme is both participative and practical and the instructor provides personal coaching as well professional tips and techniques. Video recording is used to provide supportive and constructive feedback.

Course content

- Planning and preparing a presentation
- Understanding the target audience needs and positioning your presentation accordingly
- Establishing and maintaining a rapport
- Dealing successfully with questions and interruptions
- Developing confidence and belief
- Managing time

Course duration

2 day

Residential course

Venue	Dates
Tunbridge Wells	26–27 March
Milton Keynes	21–22 October

Residential price

£540 + VAT

This price includes tuition, course notes, certification and full board accommodation.

