

Objective: This workshop is for everyone irrespective of previous presentation experience, providing a new approach to effective communications which makes all participants significantly more confident and effective in all presentations in any situation.

Participant notes: You do not need to prepare anything beforehand. There will be a comprehensive handout at the end. Please note the start time on your joining instructions. **We start promptly.** There will be several brief breaks. Duration: around six hours with six participants.

Introduction: Finding out the participants' experiences of presenting: what sort of audience, what size, how often, what notice, if ever as part of a team, using audio/visuals. What the participant wants from the workshop.

Ice-breaking light-hearted presentation from each participant, 1-2 minutes with playback and critique.

The Golden Rules of planning: APAT. Linking with audience. Tricks for getting initial attention. Planning the structure. Considering props. The audience map. Laying out the stall—what the audience need to know.

Appearance: The big and the little things that matter. Body language. Voice. Facial expressions. Hands and stance. Dress.

Adrenalin and nerves—the natural combination.

Presentation 2: 2 minutes, putting into practice some key elements in the workshop so far. Recorded for Playback and Critique

Delivery: some finer points.

Tricks of impact—to enhance the interest and impact in messages.

Presenting as part of a team.

Bad news: how to break bad news to your audience—or share bad news they already know.

Handling questions and hecklers.

Presentation 3: 2 minutes, more practice on key elements. Recorded for Playback and Critique.

Speaking at public meetings. Audio/visuals. Humour.

Optional extra: **Getting MUCH better at PowerPoint very quickly.**

Most people get to a basic level with PowerPoint but never take it further—which is why we sit through so many boring presentations. This no-cost extra module lifts PowerPoint to the next level—but also highlights the most common errors that most basic users make.

Note: content may vary depending on whether optional module is chosen.