



CMBD – Presentation Skills Workshop – 1 day

About this workshop:

Having to make presentations to others can be a daunting task if you have little or no experience in doing so. Learning how to prepare, having an awareness of the basic techniques and having the opportunity to practice in a safe environment with individual feedback and tuition can make all the difference to your confidence. This CMBD workshop is the perfect place to develop your presentation techniques in a supportive and constructive environment.

This workshop will equip you with the knowledge to prepare and deliver effective presentations to small or large groups in an informal or formal situation. The session is highly interactive with video feedback and numbers are limited to a maximum of 7 delegates. This is a unique opportunity to see how you impact on an audience and to see first-hand how you can improve your skills. One of the most important aspects of presenting is to be yourself and to have a clear understanding of what you want to achieve as a result of having given your presentation. Rehearsal and familiarity with your material enable you to deliver with confidence and sincerity.

Delegates will receive comprehensive pre-course briefing notes prior to the workshop. These give instructions on how to prepare and bring to the course a short presentation to be delivered on the day. Most delegates prepare this on a flash drive so that their presentation can be downloaded onto the tutor's laptop and projector. Delegates are also provided at the workshop with comprehensive handouts that can be used as a checklist prior to preparing presentations in the future.

What you will learn:

- How to improve your confidence with proper preparation and rehearsal
- How to structure your message to gain maximum impact and the importance of having a clear objective
- Effective ways of using audio visual aids and how to avoid them becoming a distraction
- How to use powerful tools like PowerPoint correctly and effectively
- Techniques for dealing with the nerves
- How to use body language to increase impact and how to understand and read the audience reaction
- How to manage the audience and deal effectively with different types of question
- How to close your presentation in a memorable way, leaving the audience clear on what you want them to do next

Who should attend:

The course is primarily designed for people who have had limited or no formal training in presenting. This is one of our most popular workshops and (no matter how nervous you are or how daunting it seems) we can make a real difference to your effectiveness and the impact that you have on your audience.

It does not matter whether you have little experience in front of an audience or whether you are a seasoned presenter, this is all about improving the skills of each individual on the workshop. The course is delivered on a regular basis at our Hexgreave Hall site and can also be delivered in-house if required.

The Workshop Tutor:



The lead tutor on the Presentation Skills workshop is Simone Greasley. She has delivered this course for CMBD for many years. Her professional, relaxed and supportive style puts people at ease, builds their confidence and gets the best out of them.

For more information about Simone you can read her profile on the following link:

<https://www.cmbd.org.uk/people/simone-greasley>

For information about bespoke in-house courses or to discuss any aspect of the workshop, please feel free to contact us on enquiries@cmbd.org.uk