

Rightrack ... a little bit of magic

Advanced Presentation Skills
a 2 x 3 hour development dip



Tel: +44 (0) 1527 595955 Fax: +44 (0) 1527 594111 Email: enquiries@rightrackuk.com www.rightrackuk.com

Brockhill Court, Brockhill Lane, Redditch, Worcestershire, B97 6RB, UK

Introduction

This advanced presentation skills development dip consists of 2 x 3 hour sessions that crosses the t's and dot the i's, creating the pièce de résistance.

Approach

Development Dips are 2 x 3 hour snappy, high octane development sessions that act as a introduction to a development topic. They are either run back-to-back on one day or delivered as half days to suit your needs.

Outline

Session One - 3-hour session

What Type of Presentations do you Make?

- Brief discussion of the different types of presentations that the group is involved with

Presentations in Action

- Delegates are asked to individually make their presentations to the group. Feedback / coaching is provided by the trainer

Structuring an Effective Presentation

- The trainer reminds delegates of how to effectively structure a presentation. Delegates are introduced to a template to use

The Beginning and the End

- The trainer provides input on how to create powerful and influential introductions and conclusions to presentations

Summary of Learning

- All delegates will be asked to prepare amendments to their presentations, with special emphasis on the introductions and conclusions. Delegates will present in the next session

Session Two - 3-hours

Finalising Presentations

- If required participants will be given 20 minutes to finalise presentations



Advanced Presentation Skills – a 2 x 3 Hour Development Dip

Presentations in Action

- Individually, each delegate will make their presentation and receive feedback / coaching from the trainer

Making Nerves Work for You

- The trainer will provide useful techniques of recognising nerves and making 'stage fright' work for you

Summary and Action Planning

- Commitment to doing things differently as a result of the sessions



Programme Options

This is an in-company programme with the following options:

Available Packages:	Ready-to-Go - An 'off-the-shelf' training programme delivered by one of our training specialists at a location of your choice Customised - We tailor our ready-to-go programme to meet your needs, including your case studies, your examples and your company specific information. Company branded programmes also available Bespoke - We research, design and deliver the programme specifically for your needs
Duration:	Development Dip – 2 x 3 hour sessions
Materials:	Folder, workbook, handouts, pen and certificate of attendance
Support:	Research - Pre-programme research visit or telephone discussion Administration - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available Evaluation - Post-programme evaluation and a consultant's report providing feedback on the programme Rightrack Membership - Lifetime on-line post-programme support via our dedicated delegate website and access to the training consultant who will answer any questions relating to the programme
Dates & Location:	To suit you
Delegates:	Up to 12 people
Style:	Rightrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change
Learning Methods:	We utilise a blend of learning methods: practice sessions, group workshops, scenario-driven learning, assignments, self managed learning, shared group learning, accelerated learning and structured group learning

