

Rightrack ... a little bit of magic

**Presentation Skills**  
a 2 day programme



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### Introduction

Righttrack has programmes in a wealth of diverse subjects including this inspiring 2 day presentation skills programme, which delivers a toolkit to facilitate preparing, designing and delivering a presentation.

It includes coaching on the techniques and skills to deliver a message clearly to all sections of an audience with confidence, to manage nerves and to deal with questions at the end.

### Main Features

- At least 2 opportunities are provided for each delegate to deliver a practice presentation and receive feedback
- Techniques for designing and building dynamic presentations
- Constructing clear, powerful and influential introductions presentations
- Planning your presentation to meet the needs of the audience
- To How to avoid the common pitfalls
- Using presentation aids
- Coaching and support as you practice
- Managing stage-fright and nerves
- Personal action planning

### Key Benefits

- Improved communication and clearer messages
- More productive sales and marketing opportunities
- Less time wasted repairing mixed messages
- Reduction in conflict caused by misunderstanding or misinterpretation
- Increased personal confidence



### Further Detail

- Techniques to design and build dynamic presentations with logically ordered objectives
- How to construct clear, powerful and influential introductions
- Concluding your presentation, so that you can be sure to make a lasting impression
- Avoiding the common pitfalls that can ruin a good presentation
- Practice using 'brain dumping' techniques
- Ensure that important points are included in the building of your presentation
- Anticipating the differing needs and concerns of everyone in the audience
- Ensuring that your presentation really 'hits the spot'
- Methods of making each point convincing
- Getting your audience really buy-in to what you are saying
- Approaches to design and using powerful presentation aid
- Coaching on positive body language when presenting,
- Making sure that your audience receives you positively
- How to deal with 'stage fright' and nerves, so that they work for you rather than against you
- Frequent opportunities to practice each technique and presentation skill, so you are prepared to put them into practice
- Create an action plan for the future to build on the learning gained during this programme



## Programme Options

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

<b>Available Packages:</b>	<p><b>Ready-to-Go</b> - An 'off-the-shelf' training programme delivered by one of our training specialists at a location of your choice</p> <p><b>Customised</b> - 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</p> <p><b>Bespoke</b> - We research, design and deliver the programme specifically for your needs</p>
<b>Duration:</b>	2 days
<b>Materials:</b>	Folder, workbook, handouts, pen and certificate of attendance
<b>Support:</b>	<p><b>Research</b> - Pre-programme research visit or telephone discussion</p> <p><b>Administration</b> - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available</p> <p><b>Evaluation</b> - Post-programme evaluation and a consultant's report providing feedback on the programme</p> <p><b>Righttrack Membership</b> - 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</p>
<b>Dates &amp; Location:</b>	To suit you
<b>Delegates:</b>	Up to 12 people
<b>Style:</b>	Righttrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change
<b>Learning Methods:</b>	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

