



Impactful Presenting Workshop

Over two days you will enjoy an engaging workshop on how to refine your presentation and public speaking skills.

You will learn how to:

- Increase your confidence when speaking to an audience
- Plan and shape an effective presentation
- Use your voice and body language to communicate more powerfully

Make a confident impression with this IME workshop

Our two-day Impactful Presentation course is designed for those who wish to:

Expand your skill set

Our expert trainers will introduce you to a set of key skills, covering everything from how to structure a presentation effectively to delivering your central messages with confidence and conviction.

Make a greater impression

Your trainer will use a series of fun, interactive exercises that will teach you how to engage an audience not only with strong, focused messages, but also with greater vocal and physical presence.

Increase your confidence

We believe that confidence is built by doing. The two-day workshop will be full of opportunities to get up and present to the group and build confidence by delivering a wide range of presentations.

At IME our workshops are highly interactive. We believe that skills are best learned and confidence built through practical exercises. As well as this practical approach, we will address the needs of each individual. By the end of this intensive two-day course, we can guarantee that you will be a much more confident and skilled presenter.

Workshop overview

Day 01:

Introduction

At the start of the workshop, your trainer will ask you what you want to achieve and if there are any issues that you want to address. The workshop will then be tailored to the specific needs of the group, whilst also ensuring everyone's personal objectives are taken into account.

Group icebreaker activity

This will involve a fun exercise that will help to highlight the elements that make up an effective presentation style, such as eye contact to engage the audience and a strong presentation structure. Your trainer will also build in techniques that help to calm nervous energy before you get up to speak.

Using the body

An audience can make a judgement on a presenter before they even speak their first words. Creating a strong initial impression with your body is essential to catching your audience's attention from the outset.

Your trainer will work on key aspects of body language that will include posture, and how to hold the body during your presentation. Gesture and eye contact are also very important when presenting and your trainer will help you to develop these powerful communicative tools through simple exercises.

Using the voice

You may have created a very powerful, audience centered presentation, but without effective vocal delivery the important message you wish to convey will be lost.

Your trainer will guide you through the most important aspects of effective vocal delivery in your presentation. These will include highlighting key words and messages with your voice, slowing down and remembering to breathe, and projecting your message with confidence and clarity.

Planning your presentation

Your trainer will focus on strategies that will help you to organise the information that goes into your presentation.

You will learn how to create an introduction that grabs the attention of an audience and provides a key message that specifically addresses their needs. A clear and simple structure is also very important, as it helps an audience to follow the flow of your argument and not get lost in too much detail. Finally, you will learn how to end your presentation with impact.

Presentation practice

You will have a chance to put everything you have learned into practice. Each participant will deliver a short presentation to the group. This will be followed by feedback from the trainer and fellow participants. There is also the option of video playback so that you can see for yourself how you come across to an audience.

Day 02:

Day One recap

Your trainer will review and develop some of the key points from Day One, depending on the needs of the group.

Signposting

Signposting phrases are employed to guide your audience through your presentation. They are very useful in highlighting changes and helping to emphasise key messages. Your trainer will show you how to identify these phrases and deliver them effectively.

Rhetorical devices

You will focus on some of the techniques that speakers use to get the attention of an audience and highlight key words and messages. Through a fun and interactive exercise, you will employ tools such as the 'Power of Three' to make your message truly memorable and convincing.

Using PowerPoint

PowerPoint can be a very overused tool. When used correctly, however, it can enhance the overall impact of a presentation and support the key messages that the speaker wishes to convey. Your trainer will highlight some of the best practice aspects of effective PowerPoint use.

Question and Answer sessions

Answering questions can be the most stressful part of your presentation. Your trainer will take you through some simple strategies that will help you to prepare for and manage this crucial aspect of your presentation.

Planning a quick presentation

Sometimes there is very little time to prepare a presentation. Your trainer will show you how to apply some of the planning techniques you learned on Day One to deal with this potentially challenging situation.

Presentation practice

You will have another opportunity to deliver a short presentation. This will be followed by detailed feedback from your trainer and the group. Again, there will be the option of video playback so that you can assess how much progress you have made over the course of the workshop.

Evaluation

This is your chance to evaluate the effectiveness of the course. Your trainer will also ask you to identify areas where you feel you have improved and any aspects of your presenting style that still need development.

We will provide exactly what you need

We'll ask you questions before you attend the workshop. This will allow your trainer to have in mind what specific needs you may have.

Your expert trainers

At IME we have an outstanding team of expertly qualified, skilled and experienced training professionals. We have selected only the best to ensure the highest quality of training for you. Our trainers are specialists in helping people develop outstanding communication skills and they come equipped with extensive business experience from the Commercial, Public and Third sectors in the UK and internationally.

Many also have a unique performing arts background and they are all highly effective performers and superb communicators in their own right. By combining their business training and performance backgrounds with IME's training formats, our trainers are able to create a highly interactive, supportive and engaging learning environment in which you can fully develop your skills.

You'll also receive intuitive, expert coaching from a trainer with an unsurpassed depth of experience in almost every aspect of verbal and non-verbal communication. Through their infectious enthusiasm, their expertise in the application of voice and body language techniques, and their creative approach, you can be sure that they will help you to realise your true potential in the shortest possible time, no matter where you are starting out from.

Keeping in touch after the training

At IME we believe the training doesn't stop when you leave the room. Encouragement and further support is the key to developing your newfound skills.

You'll receive a workshop manual to take with you, containing plenty of practical advice and techniques. This is intended to help you remember what you have learnt, with further exercises for your ongoing development.

Following the course, we also offer ad hoc support by email, meaning you can contact us for further help and advice when you're facing a forthcoming presentation.



About Inspire, Motivate & Engage

IME is one of the UK's leading providers of presentation skills training services. We are passionate about drawing out the best in people.

At Inspire, Motivate & Engage, we pride ourselves on being the ethical learning provider. We care about the world and the people in it. We believe that all companies can have a greater positive impact on the world and make a bigger difference.

Acting responsibly is extremely important to us. We are the only training provider in the UK that commits to giving 5% of its turnover to charity via donations to our charitable foundation 'Create a Change Foundation', as well as gift-in-kind and volunteer support.

Inspire, Motivate & Engage operates in the UK, US, Australia and Dubai.

Our Clients

Ralph Lauren	Trayport
Allianz	Milkround
Old Mutual	Legal & General
UBS	Barclays
Southeastern Railway	

For more information visit:
www.inspiremotivateandengage.org
or call us today on 0203 124 1005
to book your workshop.