



## Executive Presentation Programme

2 Day Programme, Tailoring Possible.

### Who Should Attend

Any business person who delivers critical business presentations to a large or small group, internally or externally.

### Programme Introduction

This is an instructor-led presentation skills programme for upto 12 participants. A pre-programme assignment must be completed before attending. At the end of the programme participants receive a manual, and reinforcement kit, including personal instruction on their own miniDVD.

### Programme Objective

By the end of the program, participants will be able to organise, prepare, and deliver a professional presentation to a group, using appropriate verbal skills, non-verbal skills, and presentation media.

### Instruction Method

Instruction and skill reinforcement is through a series of work-related exercises. Coaching is continuous and where appropriate, filmed for private review. Change is both measurable and observable.

- Interactive tuition throughout
- Group exercises
- Individual practice with real-time coaching
- Coaching and feedback to build individual as well as integrated skills
- Videotaped practice and review

### Why Should You Attend

- Increased competence in a career-enhancing core business skill
- Confidence in having a consistent process for communicating in a variety of business settings
- Ability to deliver clear and focused messages
- Delivery skills that guarantee the effectiveness of the message or call to action
- Increased Credibility and Confidence
- Reduction of nervousness and stress when speaking in public
- Confidence when handling questions or a challenging audience
- Ability to use media to enhance the message

### How Does Your Company Benefit

- Messages are clear and focused
- Messages are delivered in an accurate, concise, and professional manner
- Improved presentation skills cause listeners to respond or act as desired
- Need for re-communication due to unclear messages is reduced
- Professional standards are set for those who present both internally and externally
- Offers important career-building skills to employees