



# Powerful Presentations with Confidence

Learn the secrets and be coached in the skills for impact, image and influence

An essential toolkit for mastering the art of delivering confident presentations – learn design techniques, develop great materials and practise your delivery skills in a safe coaching environment.



One of our clients - Winners of the HSBC World Business Thinking Competition said *"We engaged W2 to help train and coach us to Present with Confidence, both in the design and development of the materials, and to enhance our skills in delivery of the presentation. W2 coached us all the way. They created a detailed manual on how to give a first class presentation, and gave us honest, constructive feedback on our content and delivery. I would unreservedly recommend W2 to any Company, or person, wishing to develop their skills and knowledge in creating and delivering presentations that have creativity, impact and can produce results."* Managing Director Oiltechnics

## Key Principles

- Presentations are an essential and crucial part of business life, whether simply in a meeting or delivering to large audiences in a conference environment.
- A great presentation can influence, persuade, excite, motivate and inform an audience, or group
- Overcoming fear of presenting can be achieved through a combination of learning some well proven techniques and plenty of practical application.



## Workshop Outcomes

- To provide you with key tools to help develop the attitude, skills and knowledge necessary for confident, effective presentations
- Understand and know how to structure and plan a presentation
- Know how to achieve audience motivation and participation, and make your presentation 'come alive'.
- Focus your presentation with enhanced communication skills to achieve maximum impact
- Handling audience questions with confidence and assurance
- Have the opportunity to practice the skills and receive feedback on ways to improve



## Workshop Contents

### Session Welcome

Contracting: Purpose, Personal Objectives, Agenda and Ground Rules  
Style and Content of training

### Session 1 Foundations

What elements make an inspiring presentation?  
Know your audience – research and review  
Creating the right environment  
Understanding learning styles VAK

### Session 2 Design

Preparing objectives and establishing needs  
Start with the end in mind, what do you want them to know, how do you want them to be?  
Design and mind mapping the structure and sequence the Why? to the How?  
Creating inspiring openings and fabulous finales  
Agendas and timing  
Delivery methods  
Takeaways and Handouts

### Session 3 Preparation

The environment  
Equipment and materials  
You and your attitude

### Session 4 Delivery

Language and communication  
Voice projection and power  
Your attitude is your key  
Building rapport  
Body language and the Lighthouse technique  
Holding your nerve, getting butterflies to fly in formation  
How to keep interest and involvement using Von Restorff principle  
Handling difficult participants or are they participants with difficulties?  
Handling Q & A Sessions  
Closing with confidence and impact

### Session 5 Practice – Your Performance

Delivery of your prepared presentation with live coaching and feedback  
Practice and review

*"I liked the presenters very much. Their creativity for keeping people engaged, and their behaviour reinforcing techniques are excellent. You rarely see this level of crowd control and behaviour leading by example from other presenters."* Steve Richards Schlumberger Nigeria