



Corporate Coach Group

Training that transforms



One Day In-House Course

Presentation and Confident Communicator



A training plan for your organisation

What is the purpose of the training?

Some people hate making presentations. They find it nerve-wracking. But there are times, when you need to make presentations. You need to present information, ideas or proposals to other people. Currently, you may not feel confident to stand up and present yourself in such a setting. But you are required to do so, and you are expected to be good. This course therefore is designed to help you to master yourself and your material, so that your presentations are regarded as well structured, persuasive, and even inspirational!

How many people are doing the training?

Numbers of staff to be trained:

When will the training take place?

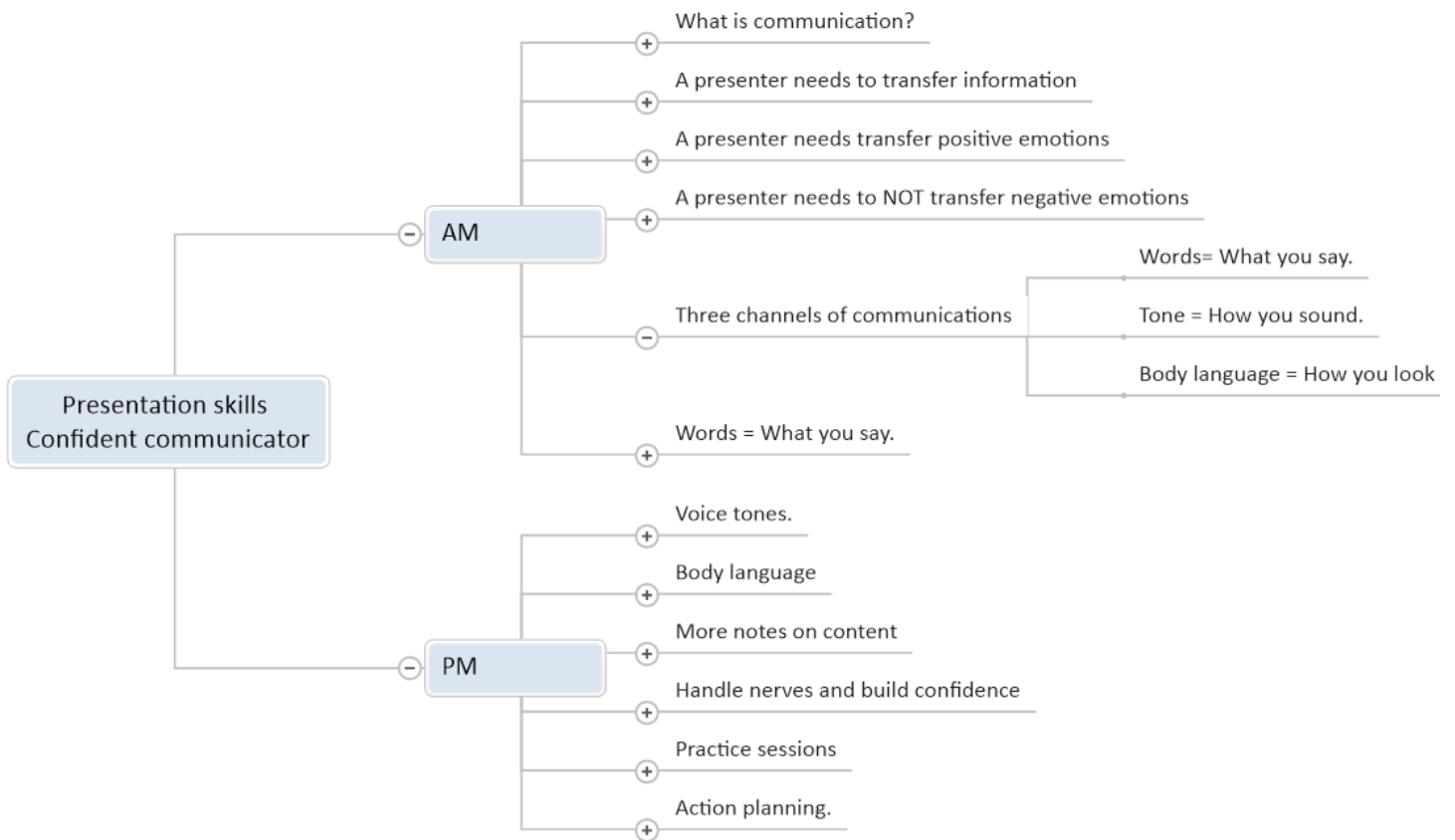
TBC

Where is the training location?

In-house.

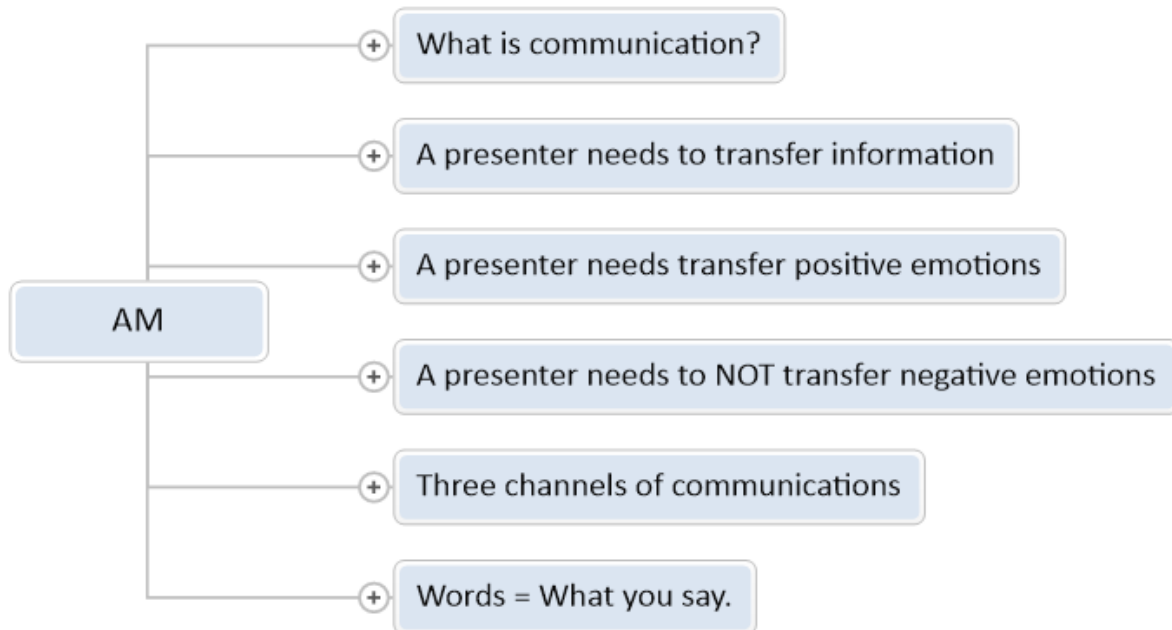
What is the basic premise of the course?

Please read the following page.



Presentation Skills - Confident Speaking Course Content

Presentation Skills - Morning Session



What is communication?

Communication is defined as "*a transfer of information and emotion from one mind to another.*"

As a presenter, you need to transfer your information into the minds of others.

That means you need to transfer your:

Facts
 Figures
 Proposals
 Ideas
 Products
 Services ...

Into the minds of others, without any loss of meaning or any misunderstanding.

This means that you need to prepare your message in advance.

As a presenter you need to transfer your positive emotions:

- Confidence in your message
- Confidence in yourself
- Enthusiasm
- Motivation

As a presenter you need to NOT transfer any negative emotions:

You need to appear NOT to be:

- Anxious
- Doubtful
- Fearful
- Self-conscious

There are three major channels of communication

The three channels are words, tones, and body language:

- Words = What you say
- Tone = How you sound
- Body language = How you look

Words = What you say

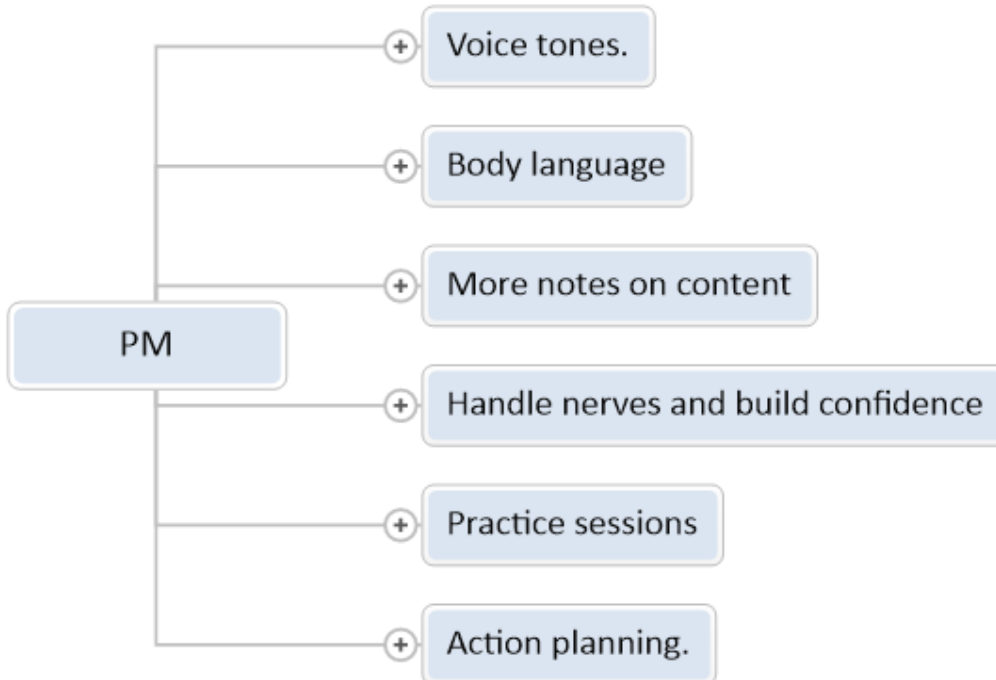
Your words communicate your explicit content.

It is vital that you prepare your content.

- Prepare your content by sorting it into categories
- Put the categories into the right order
- Limit the amount
- Make your key points obvious



Presentation Skills - Afternoon Session



Voice tones

Your voice tones are the musical elements of your communication.

Your voice tones are about your:

- Pace
- Pitch
- Volume
- Rhythm
- Accent (Dialect)
- The Sound of Silence

Body language

Your body language is your visual impact: How you look to your audience.

Your body language has a big impact on the mind of your listeners.

Your body language includes things such as your:

- Posture
- Appearance
- Facial expression
- Hand gestures
- Arm gestures
- Whether you move about or not?
- Visual aids

More notes on content

Tricks to aid the memory

To a degree, you need to memorise the basic structure of your own content

You need to organise your material to make it easier for your audience to remember

Notes to help you to Handle difficult delegates

Notes to help you to answer difficult questions.

How to handle nerves and build more confidence

Here is how to manage your nerves:

- Remember that the audience does not know how you feel unless you tell them.
Act confidently; even if you don't feel it.
- Focus your mind on delivering the message:
Do NOT focus on yourself or how your audience is reacting to you.
If you are feeling nervous, then consciously slow down your pace, stand up straighter; and speak slightly louder. Then nobody will ever know how you are feeling.
- We don't mind if you are nervous: so long as you keep going!
- The more presentation you do, the easier it gets.

Practice sessions

Delegates learn by doing.

Feedback and advice.

Action planning

The method of training is as follows:

The training is to be:

- Delivered in an enthusiastic and interesting way that will involve all the delegates.
- Whilst being consistent with the plan, the training must be flexible and responsive to the needs of the individual delegate group.
- Highly practical, structured and organized.

The training method follows this general pattern:

1. The trainer gives a clear explanation of the point in question.
2. Then the trainer will demonstrate the principle and give specific examples.
3. Then the delegates do practical exercises.
4. The delegates carry out exercises with the trainer.
5. All points are supported with full written notes to take away.
6. Delegates are asked to write down an associated action, for each point made. (At the end of the day, we have about twenty such actions, from which the delegates choose six which are the most personally meaningful.)

What are the costs / investments?

In-house course

Daily rate is £1,850 + VAT for up to 20 delegates.

Plus £80 for each additional delegate over 20.

Plus hotel accommodation for trainer if needed (*Premier inn type: not the Hilton!*)

The training days are inclusive of:

- Full days training
- Full course notes
- Written action plan to take away
- Access to our post course portal
- Plus three months FREE telephone coaching to answer any on-going questions

Plus free telephone coaching!

To answer any on-going questions, you will also receive email and telephone support from your trainer after you have attended the course.

We suggest the following plan of action:

You please send to me:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts
3. The plan of action

Thank you

Corporate Coach Training Ltd
Walcot House
Parton Road
Churchdown
Gloucestershire
GL3 2JJ

Email: Lindsey@CorporateCoachGroup.com

Tel: +44 (0)1452 - 856091

A word from our previous delegates...

The course content was stimulating. The trainer's presentation was very effective. Chris delivered difficult concepts with insight and humour.

Delegate: C Jolly
Company: Greencore

The course content was very comprehensive and covered relevant points. The trainer's presentation was interactive, informative and challenging.

Delegate: W Graham
Company: Ikea

The course I found very interesting, using models that I was not familiar with, different thought processes. The presentation was very professional, informative and interesting.

Delegate: J Dickinson
Company: Riomay

The course content was very useful, exactly what I was looking for. Encouraged thought and methods to take back to the work place. The trainer's presentation was very clear, Chris not only delivers the training but stands behind his methods and believes in the content.

Delegate: T Stuchfiled
Company: Primecare UK

The course content was excellent, thought provoking and inspiring. The presentation was clear, concise, professional and relative.

Delegate: J Walker
Company: Telus

The course content was very good, informative and positive. No "Dull Moments". The trainer's presentation was good – Well presented.

Delegate: S Bent
Company: B+V Water Treatment

The course was excellent. Interesting, thought provoking, very useable. I have already put different aspects of the course into practice. The trainer's presentation was excellent. Thoroughly enjoyed each session and would like to come back for a refresher course. Very motivating and a very inspiring person.

Delegate: K Hogarty-Hingsto
Company: Hartpury College

The course was very informative, with lots of thought provoking questions to think on after. The trainer's presentation was well produced and slick, NO excess content.

Delegate: B Pain-Tolin

Company: BTCV

The course was very, very good. The course was well structured and has provided me with an opportunity to reflect on how I can improve further in my role. The trainer was very focused, kept the course moving, related well to the group. Created a non-threatening environment.

Delegate: M Ridout

Company: Sparsholt College Hampshire

The course content was very good, quick win early on kept my interest piqued. The presentation was very good, inspiring and animated.

Delegate: K Rhodes

Company: RAF Wittering

The course content was informative and well-constructed. The trainer presented very clearly and effectively. The presentation was very enjoyable.

Delegate: N Yemm

Company: Hulley & Kirkwood Consulting Engineers

The course content was great, really visual. The trainer's presentation had lots of great detail and stories to illustrate each point.

Delegate: M Painter

Company: Lloyds Banking Group

I really enjoyed the breadth of what was covered today. The trainer's presentation was very good and clear.

Delegate: S Windridge

Company: Prudential UK

The course content: Interesting and very broad content. We covered a lot of subject matter during the course. The trainer's presentation was excellent, very clear and concise. Interesting and charismatic.

Delegate: E Inegbu

Company: Prudential UK

Excellent course that helped to bring new insight and reinforce and bring back concepts from many years ago. The trainer's presentation was upbeat, positive and inspiring.

Delegate: M Judson

Company: JSP Ltd

The course content was comprehensive, eye-opening and informative. Excellent presentation, kept interest up and made the course come to life. Good real-world examples to inspire and inform.

Delegate: J Gibson

Company: Fuji Film

The course content was very detailed and interesting. The trainer's presentation was good, with time for re-caps and questions.

Delegate: R Graham

Company: RAF Wittering

The course content was interesting, could be applied in business environment but also in general life. I like the wrong box / right box! The presentation was very dynamic and directive. Knowledgeable. Good use of examples which helps.

Delegate: S Chou

Company: JSPMLtd

The course content was excellent, extremely useful tools which I shall use with both students and staff. The presentation was very good, Right mix of talk, discussion and activity.

Delegate: J Noble

Company: The Sittingbourne Community College

For additional feedback, video testimonials and list of companies that have benefited from our training programmes please [follow this link](#)