

Presenting with Impact Development Programme

This modular development programme is aimed at those who are looking to develop the skills and behaviours required to deliver truly compelling business presentations. Delegates will explore how they can have real impact by displaying a powerful mix of communication and persuasion that fully engages their audience.

Delegates will focus on the importance of how we connect with other people through expert knowledge, tools and techniques that are the bedrock of designing and delivering impactful presentations.

This development pathway follows our Present-Train-Present model which ensures we offer delegates the correct level of support, and that we address the specific skills and knowledge that will have the greatest impact on behaviour and confidence back in the workplace.



The programme can be adjusted / tailored to cover a broad range of business presentation scenarios including:

- **Team / Business Briefings**
- **Quarterly Business Reviews**
- **Project Review Meetings**
- **Presenting your Product / Services**
- **Public Speaking**
- **Presenting with Confidence**

A blended delivery format

All of our development programmes can be designed to include a mix of face to face and virtual delivery either as a group or by offering individual support depending on your preference.



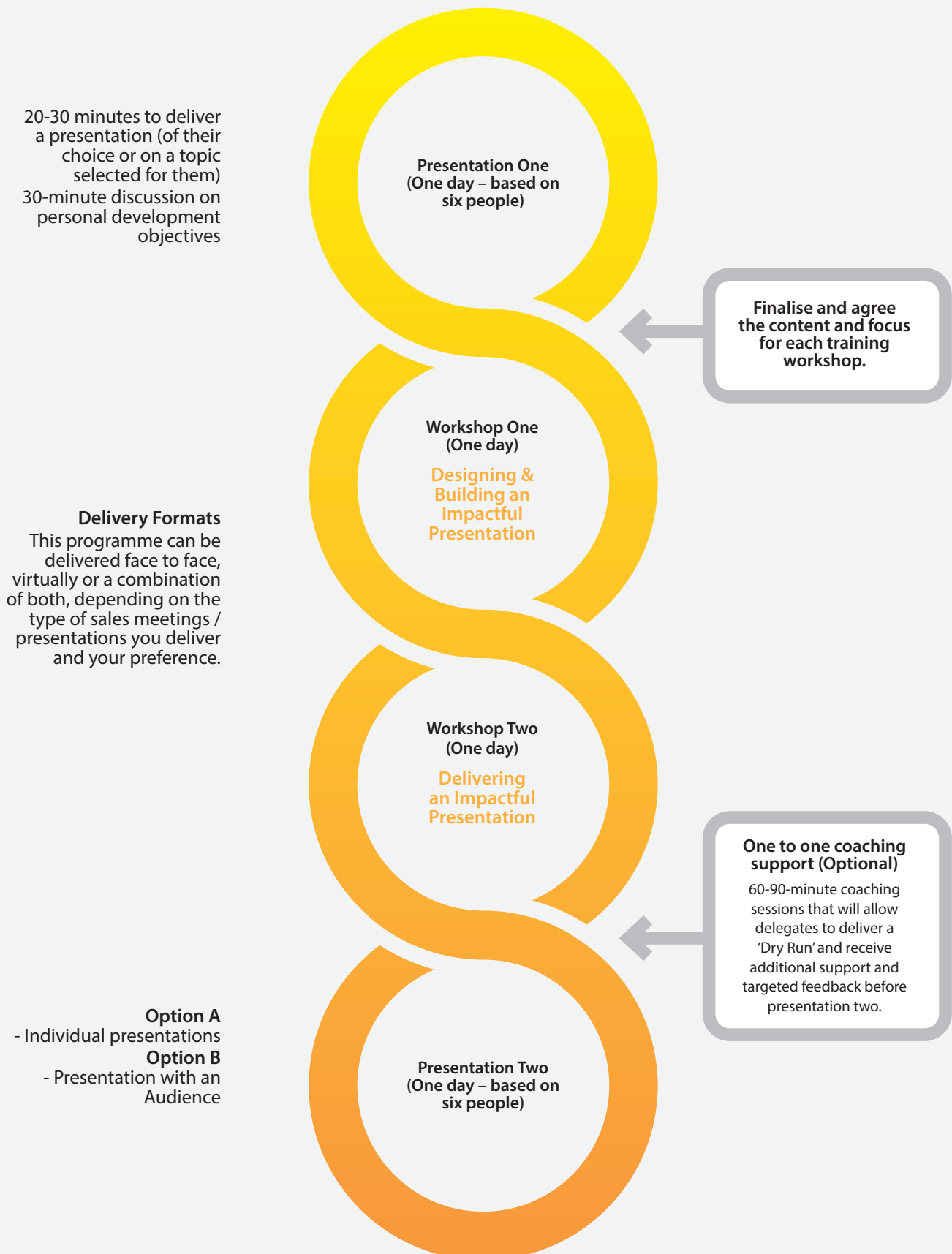
Want more information or to build your own bespoke development programme?

Get in touch with one of our Learning & Development Managers to discuss a 'fit for purpose' programme for your business.

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Presenting with Impact Development Programme

The following schematic offers a typical programme delivery structure however, we can work with you to create a 'fit for purpose' pathway for your business.



Presenting with Impact Development Programme – Workshop Content

Workshop One ~ Designing & Building an Impactful Presentation

Duration: 1 day

Core development objectives covered

- What makes a good presenter?
 - Identifying what you already do well as a presenter
- Selecting the correct style of presentation
 - Client meetings, powerpoint presentation, group discussion
- Characteristics of an effective presentation
- Planning, preparation & structure
 - Building your presentation around the needs of your audience
 - Structure and content of your slides
 - Writing a strong opening & delivering key messages
 - Using powerful language
 - Preparing & using visual aids and handouts effectively
- Take your audience on a journey with you
 - Lead the audience where you want them to go
 - The content mix
 - Creating your structure and presentation map

Workshop Two – Delivering an Impactful Presentation

Duration: 1 day

Core development objectives covered

- Physical delivery & maintaining confidence
 - Building personal confidence level
 - Keeping your presentation natural & personable
 - Engaging with your audience
- State management to remain in control at all times
 - Triggering the desired state
 - Visualising your success
- Winning body language and more
 - Win your audience's attention
 - Professional gestures and stances
 - Communication & tone
- Handling Q&A sessions
 - Why do people ask questions?
 - Hints on answering different kinds of questions
 - Asking your audience questions

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Presentation One (60 minutes, per person)

This creates the ideal opportunity to observe delegates deliver a typical business presentation and for us to assess the current levels of competence and confidence. Allocating 20 to 30 minutes to the presentation itself, the remaining time will be dedicated to discussing personal development objectives and highlighting any specific areas for improvement.



Training Workshop(s)

The information collated from presentation one allows us to design training workshops that are 'fit for purpose' and tailored to drive key business goals / values. Delegates will experience targeted development on the key topics and skills that will increase confidence and have the greatest impact in the workplace and on them personally.



Presentation Two (60-90 minutes per person)

This second presentation is focused on measuring the application of learning and giving delegates additional / targeted coaching support. Following each presentation there will be time for personal reflection and developmental feedback given by the Futureproof Facilitator. There are a number of different considerations regarding the brief for presentation two, please see below.

Assigning the Presentation Brief

- A. Foundation Level – If a person is new to role or has limited experience delivering a business presentation, you may want to consider asking delegates to select a presentation topic of their choice (including a non-work topic). This approach allows us to measure their presentation delivery skills without putting anyone under undue pressure to know the subject.
- B. Let the delegate choose a business presentation they want to refine / develop.
- C. Issue all delegates the same business presentation brief. For example, an introduction to your business, the products / services you offer and what value you bring, this will create an excellent opportunity to measure / benchmark application of learning.

Presenting with an Audience

An optional element for presentation two, having a small audience of colleagues, a line manager and / or key stakeholders present, offers a healthy level of challenge and allows us to measure the delegates ability to engage an audience and manage a Q&A session.