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**StraConsult Ltd**  
**Presentation skills**  
**A Two-Day Programme**  
**18<sup>th</sup> & 19<sup>th</sup> June 2019**

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## 1 Introduction

Our presentation skills programmes are created from our combined experience of working in the theatre and in business.

Like any piece of theatre a presentation is a story that is told by someone with the aim of engaging, informing, and creating a reaction in an audience. The content is crucial but how you deliver that content is equally important.

Whether the audience is a few people around a table or a large conference with a stage, screens, and microphones, many of the principals involved in delivering a great presentation are the same.

On this two-day programme we provide an array of tools and techniques so that delegates can best use their individual strengths and personality to deliver a presentation that gets their message across to their audience in a way that is authentic, dynamic, and effective.

## 2 Learning Outcomes

As a result of attending this programme delegates will:

- Discover how to really engage the audience
- Be able to tackle nerves
- Learn how to bring an authentic approach to every presentation
- Experience the impact of physical and vocal techniques
- Learn how to use body language to add a physical dynamic to presentation
- Explore the impact of different linguistic approaches
- Understand how to use storytelling techniques to engage the audience
- Gain confidence in presenting to different audiences
- Learn how to create unique presentations
- Use left and right brain approaches to engage the audience
- Find out how to design and get the best out of power point slides
- Discover different ways to structure presentations
- Handle Q&As and difficult questions



### 3 Pre-Programme Work

Think about a time when a presentation has been worked successfully for you and a time when it has been challenging. What were the differences?

Bring a prop or a picture/photo that means something to you and represents a turning point or an important issue or in your life. We will ask you to talk about it.

Bring a work presentation with PowerPoint if appropriate that we can use to experiment with. (We may not use all of these but one or two examples will be useful).



## 4 Programme

### DAY ONE

#### Introduction

##### Welcome

A brief introduction to Aspire Leadership and how we work.

Some of our guiding principles:

Everyone is different

Awareness is the first step of the journey

Knowing who and how you are in the world allows you to respond rather than react

Everyone has the ability to change their world

##### Delegate Focus

We start by asking delegates about their experiences, so far, in presenting; the good bits as well as the challenges. We will refer to specific examples as much as possible within the training.

##### Breaking the Ice

We will break the ice with a quick exercise that's both relevant and fun.

##### What makes a good presenter?

On flip charts we unpick the qualities of a good presenter and look at the link with the role of the host at a party.

#### Understanding Presentation

##### Aspire to Present

We kick off the session by looking at the ingredients that go into making a great presentation. We use our Aspire mnemonic as a checklist.

Audience – Who are you talking to?

Self awareness – Who are you?



- |             |   |
|-------------|---|
| Preparation | - What do you have to do and how?           |
| Idea        | - What is the clear idea you want to share? |
| Relevance   | - Why will people listen?                   |
| Engagement  | - What will get people involved?            |

## **Getting the Message Across – Corporate or Accessible?**

Using a short video we sow the seeds on how to make a presentation interesting and entertaining!

### **The Tool Kit**

#### **The three Vs - Verbal Vocal, and Visual**

We build on the idea that how you deliver a presentation is at least as important as the content.

We look at the importance of congruity in the three Vs – Verbal Vocal, and Visual.

If our words are incongruent with our tone of voice and nonverbal behaviour, people tend to believe the underlying message they are receiving rather than the words themselves.

In fact, if you're not careful about the "how" the audience may take away a "what" that you never intended!

#### **Handling Nerves and Vocal Confidence**

We explore a series of exercises for handling nerves and vocal confidence.

#### **Body language**

We explore all the things you can and can't do – and explode a few myths in the process.

We show how the dynamic of physical movement can energise, and underpin the message of your presentation.



## Eye Contact

Sharing eye contact is a simple way to look confident and get your message across. It's also one of the easiest things to forget about – we show the practical ways it can be used for dynamic effect, with large and small audiences.

## Stagecraft

With reference to a video where a highly technical subject is introduced using a variety of physical dynamics. We explore how to use stagecraft to bring your messages to life.

Here we explore how the dynamic of physical movement can energise, and underpin the message of your technical presentation.

## Presentation Structure

### Format choices

Presentations don't have to be linear in format. We look at alternatives to the standard: Tell them what you're going to say, say it, then tell them what you have just said.

We include a look at storytelling structure and interactive approaches. We introduce our AIMED and PRIDE models as possible frameworks.

### The Power of Power Point

We look at how to get the best out of a Technical Power Point presentation.

This covers how to create great slides and how to work with them in a dynamic way. We include an array of Power Point hints and tips to support you.

### Language

The language you use can create a very different impact according to the different audiences you are addressing.

We explore working with red and blue language to create a different effect.

## Round Up of Day One

Final questions are taken and overnight activities/preparation for Day 2 given



## **DAY TWO**

### **Welcome**

Delegates are welcomed to the second day of the course and overnight reflections discussed.

### **Handling The Audience**

#### **Appealing to Left and Right brain**

Building on the awareness of using different language we explore the use of anecdote and metaphor to engage an audience and bring complex technical messages to life.

#### **Being the Presenter**

We explore the relationship of the presenter to the audience and look at how to manage audience interactivity skilfully. We focus on working with different languages and cultures.

#### **Handling Difficult Questions**

There is an art to getting your audience to ask questions and to answering them in a way that looks professional and in control no matter what happens! We unveil the secrets of masterful management of questions.

### **Delegate Presentations**

In small groups delegates will practice their own presentations, using the techniques and material from the course. Delegates will receive feedback on what is effective from their fellow participants and from the trainer.

### **And Finally**

#### **Individual Presenting Tool-Kits**

The work of the two days will only mean something if delegates can commit to using it. So in this final exercise they will be given the option to create their own Presentation Tool-Kit, listing the processes, tools and techniques they plan to use in real presenting scenarios in the near future.



## **Take Aways**

We will provide each delegate with a USB stick with the programme documentation.

They will be given a link to our blog on our web-site where we regularly post thought provoking articles and links to other writing we have found interesting and relevant.

## **Round Up and Close**

