

ADVANCED Effective Speaking & Presentation skills

Achieving audience impact

"A well structured programme giving ample opportunity to practice what is taught in the programme. The feedback and review sessions were invaluable." **Senior Development Manager – Dimension Data**



Introduction

How well do you persuade, convince and influence people when you present to them? Are you able to inspire and motivate them so that they are passionate and committed to your organisation?

Communication is vitally important in today's modern business environment with its complex leadership structures, authority-averse employees and information overload. Beyond the basics of honing your public speaking and presentation skills, communication is only truly inspiring if it reaches the hearts and minds of your audience. In order to achieve this, you need to be inspired yourself and then communicate this authentically and effectively.

Our **ADVANCED Effective Speaking & Presentation** skills course will harness your **individual presentation style** and **cultivate your authenticity** so that what you say and what you feel while you present are one and the same. The result? You will be able to influence, inspire and ultimately lead more effectively.

What will you learn from this course?

With more than 19 years of specialist focus and coaching experience, we've developed a programme that dramatically helps you discover, improve and hone your natural speaking style. We will boost your personal leadership brand by teaching you how to:

- Create presentations in **less time** and ensure that your ideas, facts and arguments are **logically arranged** and **appropriate** to your target audience;
- **Inspire and motivate** by touching the emotional heart of your audience;
- Leverage **visual aids** and other technology for greater impact;
- Use **gestures** and **movement** in a coordinated, authentic way;
- Keep your audience's interest by **using your voice** for greater persuasion and emphasis;
- **Involve your audience** and keep their attention through eye contact, visual aids and other techniques;
- Manage **question and answer sessions** effectively, including dealing with hecklers and whisperers;
- Include **humour** appropriately;
- **Channel** and **control nervousness**;
- Learn how to be confident with **any audience size**, from one person to a thousand.

Who should attend?

If you're a senior manager and executive with more than three to five years of presentation experience, this course can help you take your presentation and communication skills to the next level.

Why should you attend?

With no more than 10 people on a course, you'll get individual attention from our master facilitators, all of whom have extensive experience in coaching senior managers. You will also:

- Get maximum **practical experience** through exercises, and deliver no less than six presentations;
- Be **recorded on video** during each of your presentations. Afterwards, we'll give you **one-on-one feedback** and coaching on your performance in a safe, confidential environment;
- Set **measurable objectives** at the beginning of the course and revisit these afterwards so that you can track exactly how you've improved.

Learning process

- **Programme duration:** 2½ days
- **Prerequisites:** 3 to 5 years of presentation experience
- **Group size:** 8 – 10 participants
- **Pre-work:** pre-questionnaire and online pre-programme assessment

NQF aligned

- **Level:** 4
- **Credits:** 4
- **Services SETA company full accreditation number:** 0595

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Unleashing the
performance potential in
people