



# PresentPerfect

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# PresentPerfect™

*Effective Presentation  
Training*



**PresentPerfect™** is designed to meet your need for perfect presentations. Each time. Every time. When you participate in a PresentPerfect™ course you acquire the fundamental skills of effective presenting. You will learn the techniques involved in:

- Planning, preparing and rehearsing your presentations.
- Knowing, understanding and engaging your audience.
- Overcoming your anxiety and boosting confidence.
- Getting your message across.
- Using your voice and appearance for best effect.
- Using rhetorical techniques for impact.
- Motivating your audience – achieving your goals.

PresentPerfect™ gives you the necessary skills for more effective and confident presentations. With teaching, practice and discussion you will acquire the skills for confident presenting in this interactive and hands-on course.

## **TIME TO MARKET**

Quatro House  
Lyon Way, Frimley Road  
Camberley  
Surrey  
GU16 7ER

Phone: +44 (0)1276 804 633  
training@timetomarket.co.uk  
<http://www.timetomarket.co.uk>

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## Course Outline

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Time	Session
<b>0900</b>	Introduction
	Speaking Exercises
	Understanding Audience Behaviour
	Managing Anxiety, Boosting Confidence
<b>1100</b>	Tea and Coffee
	Presentation Exercises
	Engaging an Audience
	Exercises
	Getting Your Message Across
<b>1300</b>	Lunch
<b>1330</b>	Using the Voice
	Motivating Your Audience
	Time Planning
	Preparing Questions and Answers
<b>1700</b>	Conclusion and Final Learning Points