



PresentPerfect



PresentPerfect™

*Effective Presentation
Skills*



PresentPerfect™ is designed to meet your need for perfect presentations. Each time. Every time. When you participate in a PresentPerfect™ coaching session 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 presenting. With teaching, practice and discussion you will acquire the skills for confident presentations in this interactive and hands-on coaching session.

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>

PresentPerfect™

Coaching Outline

Effective Presentation Skills

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