

# OptionPerfect

## Presentation and Public Speaking Consultancy

### *Overview*

OptionPerfect is a suite of inter-connected consultancy services that draws on our key strengths in presentation skills training. These consulting services guide and assist enterprises in their public speaking engagements with speech writing, presentation planning and conference event support.

### *Speech writing*

- OptionPerfect speech writers follow these critical steps when preparing a new speech:
  - Carry out initial research and assessment.
  - Interview the speaker.
  - Define and agree purpose for the speech.
  - Define and agree goals.
  - Create a workable argument.
  - Establish an outline.
  - Create points and links.
  - Prepare first draft and edit.
  - Prepare second draft and edit.
  - Read and rehearse.

### *Presentation planning*

- OptionPerfect presentation planning steps include:
  - Research the event.
  - Interview the presenter(s).
  - Prepare presentation strategy.
  - Formulate presentation ideas and concepts.
  - Define and agree purpose for the presentation.
  - Define and agree goals.
  - Create a workable argument.

- Establish a presentation outline.
- Create points and links.
- Prepare first production draft and edit.
- Prepare second production draft and edit.
- Finalise production materials.
- Run-through and rehearse.

## ***Conference and event consultancy***

○ OptionPerfect conference, event and seminar consultancy assists clients with the following:

- Research audience market and other similar events.
- Prepare strategies for event.
- Prepare implementation options, timings and resources.
- Prepare costings and timescales for options.
- Agree responsibilities.
- Agree budgets.
- Source venues and production elements.
- Plan organisation and roles.
- Project manage production elements.
- Launch marketing and promotional activities.
- Liaise and manage production elements.
- Review and measure event performance.

## ***Next steps***

OptionPerfect specialist services are designed to facilitate simple speech writing, presentations and event planning. Our aim is to take out the hard work of managing these tasks for our clients. To take advantage of any of these services please contact us:

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