

‘Present with Impact’ Building Powerful Presentations

In this workshop, we examine aspects of persuasive, impactful presentations. Topics include: audience analysis, structuring a presentation, setting objectives, providing examples, meaningful openings and closings, and delivery techniques. We explore ways to overcome the fear of public speaking and of using visual aids to illustrate the message.

Goals:

- Identify characteristics of a successful presentation.
- Identify specific steps and strategies in planning an organised, accessible, and effective presentation.
- Explore the pros and cons of different types of visual and oral aids and interactive activities.
- Develop your presentation delivery techniques.

Timing: 4 hours to one day

Audience: Anyone who wants to learn how to present in front of a group

Materials: Presentation Preparation

Worksheet



**Presentation Training That Builds on Your
Existing Skills and Unlocks Your Potential**

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‘Present with Confidence’ Putting the Performance into Presentations

This practical workshop provides participants with confidence, tools and techniques to deliver speeches and presentations with greater confidence and conviction. Topics include: authenticity, vocal variety, use of the stage, body language, and managing nerves. We discuss speaking on video, managing Q&As and practice techniques.

Goals:

- Develop your confidence and charisma when speaking in front of an audience.
- Explore the power and uniqueness of your voice.
- Develop techniques to command the stage and connect with the audience.
- Experience and practice effective practising and focussing techniques.

Timing: 2 to 4 hours

Audience: Anyone who wants to learn how to present in front of a group

Materials: Presentation Preparation

Worksheet, Pre-performance Routine.

'Get things Done!' **How to Organise and Run Effective Meetings**

In this fast-paced world we need to be more effective and to move projects forward. Meetings can be a great tool to support a business when they are targeted, well-prepared and managed. Subjects covered in this workshop include: defining the purpose of a meeting and the roles of participants, determining an appropriate agenda and timing, developing supporting documentation, facilitating discussions, and arriving at and recording decisions.

Goals:

- Identify different types of meetings and their requirements.
- Identify roles and responsibilities.
- Develop agendas that lead to decisions.
- Identify techniques for facilitating effective discussions and improving equitable participation.
- Discuss the use of documentation and visual aids and engagement techniques for more effective meetings.
- Develop useful minutes and action items.

Timing: 2 hours

Audience: Project and People Managers

Materials: Effective Meetings Agenda and Minutes Templates

Workshops can be adapted and tailored to the needs of your business.

Contact us to discuss!



'Fight the Discomfort' **Critical Conversations: Giving Constructive Feedback**

Performance reviews, disciplinary discussions and general evaluations are often some of the toughest conversations to have but are crucial skills for all people-managers. In this workshop, participants will learn how to give great feedback in a way that is motivating, proactive, timely, transparent and targeted.

Goals:

- Identify different types of feedback.
- Develop an empathetic approach to others and become a better listener.
- Understand the importance of timing for a critical conversation.
- Prepare for effective discussions, including receiving feedback.
- Develop an action plan for follow-up discussions.

Timing: 2 hours

Audience: People Managers

Materials: Critical Conversations Cheatsheet