

## **'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