

# Effective Presentation Skills

27<sup>th</sup>-28<sup>th</sup> November 2014, London

## Course Information



### Course Aim

To improve the effectiveness of your presentations, resulting in positive impact for your organisation

### Course Objectives

At the conclusion of the course, you will:

- know the fundamental principles of presentation consistent with good practice;
- understand the contractual relationship between audience and presenter;
- appreciate empathy and the value of nerves;
- understand the significance of phonetics, dialect and accent;
- have practiced voice and microphone technique;
- recognise effective non-verbal communication;
- appreciate the pros and cons of humour;
- have practiced using visual aids;
- understand the importance of room layout and stage management;
- appreciate planning, rehearsal and timing;
- have delivered two presentations;
- have improved your presentation performance and enjoyed the course!

### Who should attend and why?

This subject is important for anyone who needs to deliver public presentations or briefings. These events are often a showcase for your company and the effectiveness of the presentation will influence the way in which your clients or co-workers perceive you.

Standing up in public to speak is not a normal activity. Most people – including seasoned presenters – will feel nervous before a big or important event. The good news is that there is much we can learn to improve our performance.

The course is highly interactive and, to get the most out of this method, numbers are limited to eight. You will be invited to carry out some work prior to attendance.

## Course Content in brief

<p>Day 1 0930 – 1730 <b>Dress Code:</b> smart/casual</p>	<ul style="list-style-type: none"> <li>• intros and objectives;</li> <li>• presentations – what <i>are</i> they?</li> <li>• planning, planning, planning;</li> <li>• resources;</li> <li>• PowerPoint;</li> <li>• how to end;</li> <li>• 5 minute presentations, videoed for subsequent comment analysis;</li> <li>• evening activity: revise presentation for tomorrow.</li> </ul>
<p>Day 2 0900 – 1300 <b>Dress Code:</b> Business</p>	<ul style="list-style-type: none"> <li>• re-cap;</li> <li>• 15-20 minute presentations, videoed for subsequent analysis;</li> <li>• debrief and evaluation;</li> <li>• next steps</li> </ul>

The programme will be flexible to reflect your needs. This allows exploration of those aspects of presentations that are particularly interesting or important to your organisation, or where you need more information and knowledge.

You will receive a text book publication on effective presenting and an SD card with videos of your presentations.

Analysis and tutor feedback will be offered either in private or in the public arena of the training room, as delegates wish.



## Course Arrangements

Duration: 1½ days.

Location: The offices of the Nautical Institute, 202 Lambeth Road, London, SE1 7LQ

Fee: £315 + VAT per person. To include refreshments, course support material and a video recording for each person.

Course Dates: 27<sup>th</sup> and 28<sup>th</sup> November 2014



## Post Course Follow Up

Measuring your return on investment and the true effectiveness of this intervention can only be carried out over time and by observing performance at work. While this is not included in this cost package it is clearly an important issue for you to consider and we'd be delighted to discuss further how we might achieve this.

## Next Steps

For an enrolment form or more information please call or email.

I look forward to hearing from you!

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### *Your facilitator...*

*Dr Chris Houghton is a qualified lecturer and has been working in adult training and education for more than twenty five years. He holds a first degree from the UK's Open University, and a Masters Degree in Education from Lancaster University, where he also obtained a Post Graduate Certificate in Coaching. He is a Doctor of Education from the University of Birmingham in the UK.*

*Chris has worked in classrooms and been lecturing and presenting at conferences, seminars and other events for several decades and brings this experience to the delivery of this programme.*

*His style of facilitation is open and participative and delegates are encouraged to become involved and engage in the process from the first moment. Outside work, Chris enjoys cooking, making music, golf, reading, current affairs, cycling (slowly) and walking in the English Lake District.*

