



WATA Knows... and you can too!

## Leadership and Management Courses

### Presentation Skills

Gain confidence in your own presentation style to deliver powerful, engaging and impactful presentations. We'll cover the importance of structure, body language, visual aids, question handling and keeping an audiences attention.

#### On this course you will learn to:

- ✓ Present persuasively to audiences of different sizes and levels
- ✓ Structure presentations for maximum impact
- ✓ Use mind map tool to capture ideas
- ✓ Select high impact words
- ✓ Create a great first impression
- ✓ Gain and keep an audiences attention
- ✓ Use visual aids effectively
- ✓ Develop a warm up routine to maximise the versatility of your voice
- ✓ Handle difficult questions and unexpected situations during a presentation
- ✓ Use mental strategies to remain calm and focused

#### What does the course cover?

- ✓ Mind mapping
- ✓ Structuring a presentation
- ✓ Words that win
- ✓ Stories, metaphors and illustrations
- ✓ Body language
- ✓ Visual aids that create impact
- ✓ Voice coaching – using the tone, tempo, resonance and volume of the voice
- ✓ Taking questions form your audience
- ✓ Practical experience designing and delivering a presentation

This course is ideal for team leaders, managers and directors wanting to inspire and motivate. Project managers wanting 'buy-in' for new projects or change. Sales professionals and account managers who pitch to clients through interactive presentations.

#### Course Dates

**2011:** 5 Oct

**2012:** 17 Jan; 26 Mar; 20 Jun;  
3 Oct

**Course fee: £225 + VAT per delegate  
Plus ILM fees if required.**

Delegates will be provided with course handouts, lunch and refreshments

**Duration: 1 day**

(9:15 am to 4:30 pm approximately - please arrive 15 minutes before the course is due to commence)

All courses are adapted to meet your needs and accreditation with **ILM (Institute of Leadership & Management)** is optional