



# Presentation Skills for Personal Confidence

## One Day Workshop

### Who should attend?

Anyone who wants to:

- Build their confidence when speaking in public - business and sales presentations, team briefings, chairing meetings or 'off the cuff' business speaking
- Optimise the impact and effectiveness of their presentations
- Develop strategies for overcoming anxiety and nerves
- Practice, receive constructive feedback and refine their performance in a supportive environment

### How will I benefit?

This intensive one-day workshop will help you to:

- Recognise your own style
- Feel more confident and relaxed
- Use tools and techniques to deliver your message with clarity and impact
- Produce a realistic personal action plan which has real relevance back at work

### What will the workshop cover?

- The theory of effective communication
- The do's and don'ts of presenting: planning, objectives, the audience, the message, tools and props, practice and feedback
- Strategies to help you deal with nerves and confidence issues
- Effective body language and use of voice
- Use of effective support materials
- Handling questions - the unscripted bit
- Personal action planning and future strategies
- Practical tips and techniques you can use in any situation

### Location

The Eastern Leadership Centre  
Iconix Park  
London Road  
Pampisford  
Cambridge, CB22 3EG

There is ample free parking and easy access from in and around Cambridge.

### Workshop Format

- The workshop is interactive and very practical involving videoed practice and constructive feedback in a supportive environment
- You will deliver a pre-prepared 5 minute business presentation (PowerPoint) and design and deliver another presentation on the day without PowerPoint
- Talk to us, in advance of the course, about any specific challenges, fears or needs and we will do our best to tailor the day to best address your needs
- Due to the practical nature of the day, delegate numbers are limited
- Registration and coffee at 9.00am, Start at 9.30am, Close at 5.00pm.

### Workshop Facilitator

Steve Read is a very practical and supportive facilitator. He has 15 years experience working with private and public sector organisations helping individuals to develop their communications skills and build confidence.

### Delegate Fee

**£250 + VAT per delegate.**

Inclusive of all delegate materials; workbook, handouts, and a recommended reading list. Morning coffee, buffet lunch and afternoon tea are provided.

### Booking Instructions

Bookings should be made by emailing [rachel.read@helix-consultancy.com](mailto:rachel.read@helix-consultancy.com) with delegate names.

Please advise of any specific dietary requirements on booking. Joining instructions and a VAT invoice will be sent to you confirming your booking.

Please note, we require written notification of cancellation and charges apply as follows:

25% of the total fees are payable if cancellation is within 21 days of the event  
50% of the total fees are payable if cancellation is within 14 days of the event  
100% of the total fees are payable if cancellation is within 7 days of the event

A substitute delegate can be named at any time.