

presentation skills training

In today's challenging business environment it is vital to demonstrate your expertise above those of your competitors. A highly effective way of achieving this is through presentations. Being able to clearly communicate yourself, your products or services and your business with conviction can be the difference between success and failure.

For most people, even experienced presenters, getting up and presenting in front of an audience can be a terrifying experience. You may have people who are new to presenting and who need to understand just what happens to them when they have to stand and deliver or some who have been around the presentation block but are in a rut and their presentations lack the lustre needed to

engage the audience. You might have others who give acceptable but not brilliant presentations.

Orchard Training provides presentation courses which are designed to give participants a practical understanding of how best to present themselves, and the organisations they represent.

The courses include handy tips - the presentation "tool box" - and practical exercises. This is not classroom learning but an interactive and practical experience. Your executives will leave our course with more than just knowledge but with practiced skills they will be able to exercise in many areas of business communications.

A typical course might cover:

- Initial presentations
- Communicating effectively – unpacking the presentation tool box
- Delivery tips
- Presentation format/presentation tips
- Presentation simulation
- Second presentation simulation based on skills learned
- Summary and review

Our presentation skills trainer is one of Orchard's senior consultants, Emma Anderson. Emma worked as a journalist in Australia and the UK for nearly 20 years taking in Fleet Street, independent radio and international television news. She is an accomplished presenter having delivered courses on both presentation skills and media training over the past ten years.

The optimum number of people on the courses is between four and six which provides an excellent dynamic for the creative environment needed for this style of learning.

Contact:

Please contact Emma Anderson for more details on emma@orchardpr.com or telephone **01481 251251**