

# Speaking and Presenting Success

## Overview

Course duration: 1 day.

In this programme you'll learn how to deliver a message in public or to groups. It could range from a presentation to leading a team meeting, to speaking at an end of year award ceremony.

Following on from a face-to-face training day, you'll receive a one hour coaching session in a coffee house (in Central London) or on our premises (still with the coffee) where you'll be able to chat through and be coached on how to make your next event a success.

## Is it right for me?

Anyone who needs to improve their public speaking skills and confidence. Whether you need to deliver a presentation, speak publicly, at a meeting or just to a small group, this programme is designed to give you one-to-one time with an expert to help ensure your success.

## What will I learn?

By the end of this course you will be able to:

- Structure a presentation
- Facilitate a session with impact
- Confidently deliver a message to a team
- Deliver your point in a meeting

## What will it cover?

### Coffee Shop Coaching

You'll get some one-to-one time after the training session to make sure the transfer of your new skills and confidence to practice is ensured. In the coaching session you'll be able to ask for help, fine tune your topic or slides or simply raise your confidence level in the message you have to give.

### Blended package includes

- One day course – interactive and fun face-to-face training
- Follow-up 'coffee shop coaching' – one hour informal 1:1 follow-up, four weeks after the training. At a local coffee shop in London or our training venue (with coffee). Your opportunity to consolidate what you've learnt, fine tune and ask follow-up questions