

“Make Presentations that Win Business – Choose the Right Words!” – Training by Danny Rocks

Who should attend?

- Individuals who have a fear of public speaking
- Individuals with little experience or confidence in making presentations
- Individuals who have experience in making presentations but want to improve / receive coaching

What you will learn:

- To understand your audience
 - Are they required to be there?
 - Do they want to be there?
 - What do they expect to learn?
- To understand the purpose of your presentation - to inform, to persuade or to sell?

- To decide what to say
 - Your key message, your arguments in support, your next steps
- To organize your thoughts and your research
- To outline your presentation
- How to “Write for the ear” – rather than “for the eye”
- How to advance your career by delivering effective presentations
- How to overcome your fear of speaking in public
- To breathe properly; use pauses effectively; improve your vocal delivery
- To evaluate your presentation and to learn by observing others
- How to use quotations and stories to improve your presentation
- How to involve your audience with Questions & Answers
- How to stay in control during Q & A
- How to end your presentation and leave a positive last impression

What you will get:

- A handout complete with exercises, key points and reference material
- Samples from successful speeches and presentations