

Whatever you want...

From petrified to proficient

From stressed to serene

From clueless to confident

From worried to wonderful

From boring to brilliant

From shy to shining

From panicking to proactive

From incoherent to in-control

From terrified to terrific

From harassed to happy

From fruitless to fantastic

All in less than one month

and all for less than £400!

Discover the power of this inspirational presentation workshop
programme for business people from

The Speaker's Friend Ltd

BUSINESS

The Presentation Factory

because you can only get out what you put in!

You'll be amazed at the difference it makes

The Business Presentation Factory

Just 4 easy steps to a fantastic presentation

Attend this workshop and walk away with your own high-quality presentation finished and ready to present.

Whether you are used to giving speeches or are new to the whole thing, presenting in a business context can be a daunting prospect. Few of us truly enjoy the experience, with most people agreeing to do so because it is expected of them, and then often with little or no help - other than a corporate template and a handful of out of dates presentations for inspiration.

This concise and focused four-part workshop has been professionally designed to not only get your presentation written (or rewritten) as you attend but also to provide you with the skills and confidence to deliver it with style.

As well as receiving personal attention from one of our expert presentation coaches, you will also benefit greatly from the support and encouragement of other business people in exactly the same position you are.



Transformational

Transform your presentation from an exercise in futility to a life-changing delight
Here's what we'll cover:

- Evaluating a presentation objectively
- Getting the requirements straight from the start
- How to put a plan together to create a great presentation
- How to handle nerves
- The do's and don'ts of using humour
- Working out your strengths and weaknesses as a presenter
- Finding the best form of speaker notes to suit you
- Microphone techniques
- Using visual aids confidently and to maximum effect
- Choosing the best structure for your presentation
- Keeping everyone happy
- Conducting question & answer sessions like a professional
- How to speak well at just a moment's notice
- Handling difficult subjects effectively
- How to flex your presentation to suit your audience's exact requirements on the spur of the moment
- Dealing with sensitive situations
- Using story telling to captivate your audience
- Learning by doing
- Have fun whilst avoiding embarrassment
- What to do if somebody steals your thunder
- The importance of timing
- How long your presentation should be
- How to read your presentation - if you really have to!
- The single most important quality of a successful presenter
- Five great ways to handle heckling
- When all else fails
- How to make best use of other resources
- The six p's of preparation
- How to make your presentation memorable for the right reasons
- Discovering what others think makes you uniquely special
- Improving your self-awareness as a public speaker

You Know It Makes Sense

Five powerful reasons why you should attend

1. By the end of the workshop programme your presentation will be written (or rewritten) and ready to deliver
2. Places are strictly limited so that you can receive personal, one-on-one support from an experienced presenter and professional public speaking coach throughout the programme
3. You will find that your self confidence and personal impact will increase in many other areas of your life as a result of delivering a presentation that exceeds your wildest dreams
4. You will benefit from the mutual support and camaraderie of a group of other business people who are all in the same boat as you and who need your help to improve
5. All backed by a two-fold, no-risk, money-back guarantee, so you have nothing to lose.

Plus...

If you need any more reasons

- ✓ Everyone attending will receive extensive supporting materials including a CD-ROM featuring workshop notes, web-links and much, much more.
- ✓ By developing and practicing your speech in front of a live audience you will be especially well prepared. What's more you will get the chance to ask them to play the part of your real audience so that you can avoid being phased on the day by the tough questions or a frosty reception. Whatever you decide you can be sure of receiving encouraging and professionally led feedback.
- ✓ You will also take away a DVD of yourself speaking complete with a constructive and objective critique report by one of our experts to help remind you of what you do well and how to maximise your own "positive-self" public speaking style.

Our Promises To You

Because we know what it is like to be in your shoes...

- The price quoted is the price you pay – there are no hidden extras
- Your personal details will be kept confidential by The Speaker's Friend – we will not pass them on to any third parties without your express permission
- We will support you fully in preparing and delivering the presentation you want to make, you will not be pressured to use any set formats or content
- If the workshop programme is not working for you, for whatever reason, you are free to leave at any time, without obligation and with a full refund for the proportion of the programme remaining
- If, at any stage, you decide that you have not benefited at all from the programme you are entitled to receive a full refund of the entire programme price

Details

Venues: **i) The Cooper Buildings, Arundel Street, Sheffield**

ii) Magna Science Adventure, Sheffield Road, Rotherham

Dates: **Thursday 10th, 17th, 24th & 31st May 2006**

Times: **i) 9:15 am - 12:30 pm OR ii) 6:15 pm - 9:30 pm**

(workshops start promptly so please arrive early)

Price: **£ 397 per person** including VAT, refreshments, course documentation and personal DVD

Your Questions Answered

Q. What if I've never done a presentation before?

A. *The programme assumes no prior experience; we start from scratch so nobody is left behind*

Q. What if I want some personal coaching beyond that which the workshop can provide?

A. *The Speaker's Friend is a speaking and presentation coaching business; we would be happy to discuss your individual needs with you and provide anything extra to fit with any budget and time constraints that you face.*

Q. We want to do a joint presentation; will you be able to help us work together on this?

A. *Yes – The Business Presentation Factory format allows almost any type and style of presentation to be developed and delivered successfully.*

Q. What if I can't attend one of the workshop sessions?

A. *The power of the programme is in its combination of comprehensive content and working in a workshop environment, so you should do everything you can to make sure that you can always be there.*

However, occasionally there are unavoidable circumstances preventing attendance and we will do all we can to work with you to catch up with anything you have missed.

Q. What if somebody else our business decided they want to join part way through?

A. *That's great news and we are happy to do our best to help a late joiner catch up but this may not be feasible for the person joining or fair on those who have been with the programme from the start. The Speaker's Friend does have a presentation rescue service which might be more suitable, but each case is judged on its own merits and circumstances.*

About The Speaker's Friend

Based in Sheffield, South Yorkshire, The Speaker's Friend was formed with the express intent of helping as many people as possible who find speaking in public an ordeal find both pleasure and success in the experience. In doing so, thousands more who otherwise would have to share the ordeal by having to listen to them, benefit through witnessing the greatly improved speeches and presentations delivered to them.

We are committed to excellence in all that we do and to creating a friendly working relationship with each of our clients on an individual basis .

In addition to helping business people who would like to increase both their confidence and speaking performance in front of groups, large or small; we also work with wedding speechmakers through our Champagne Words team; meeting, seminar and conference organisers to manage and get the best from the speakers at their events through our pow**wow**partners arm. We also help professional speakers to fine tune their performances to even higher standards, private individuals preparing for an important interview, and officials of clubs and societies who are required to deliver annual reports, present awards etc.



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