



How it works...

*BUSINESS*

# The Presentation Factory

because you can only get out what you put in!

You'll be amazed at the difference it makes

## How the workshop programme works

You will be one of a strictly limited number of business presenters who will work together under the expert guidance of a professional presentation skills coach from The Speaker's Friend for one session a week over a 4-week period.

The workshop programme is designed to be varied, safe, fun and inspiring with a mixture of tools and techniques being employed and shared in the context of your very own business presentation support group

Starting from scratch (or from one you prepared earlier), you will be helped to build **your** presentation, one you feel comfortable to give, and you will be supported in finding what works for you and, just as importantly, for your audience, building both your confidence and your public speaking competence.

### Week 1

- Getting to know each other and feeling comfortable in the group
- The task in hand
- Guidelines for traditional business presentations and some less-traditional alternatives
- Starting to discover your best speaking style
- Possible structures for a good presentation
- Generating creative ideas for a brilliant speech
- One-on-one time

### Week 2

- Progress check against our plan
- The idea exchange
- Timing and the duration of better presentations
- Visual aids and visual hindrances
- Using a PA system
- Funny how humour can be
- Let me tell you a story
- One-on-one time

### Week 3

- Real-time presentation development
- Objective presentation evaluation
- Getting a grip of your nerves
- What makes **you** so brilliant
- The  $\frac{3}{4}$  review
- One-on-one time

### Week 4

- Fine tuning & polishing
- Rehearsal
- Preparing for the first time
- What to do if something goes wrong
- One-on-one time



**The Speaker's Friend**  
**0114 221 6004**