

## ONE DAY TRAINING BECOME AN EXPERT ON SPOKEN COMMUNICATION

Tuesday 14<sup>th</sup> June 2011, 9am - 5pm

### Programme:

The training will be focused on individuals' specific needs, strengths and weaknesses. In addition, the following areas will be covered:

#### **Define the "Reference Model"**

- Using natural style and maintaining it under pressure
- Controlling your audience's attention
- Effects of stress & adrenaline

#### **Your message structure**

- Capturing and maintaining the listener's attention
- Establishing key messages and identifying a 'win' for the listener
- Structuring memorable presentations
- Motivating & inspiring others into taking action

#### **How to reply to difficult questions**

- Using your own style
- Replying in a conversational style
- Having total control on the presentation's key points

#### **How to use visual documents efficiently**

- Supporting messages with visual aids
- Controlling the audience's attention when using visual aids
- Control your audience's ideas

#### **How to give an unforgettable presentation with notes**

- Preparing effective notes and scripts
- Using them in an informal environment
- Addressing your audience's expectations

#### **Details:**

Held at: The Kingstree Group, 68 Chandos Place, London WC2N 4HG

Registration: 08.45

Light Lunch: 13.00

Conclusion: 17.00