

# Presentation Skills

Would you like to be able to deliver presentations more effectively and make a real impression? Our workshop will help you to present with confidence, overcome your fears and deliver with real impact.

This workshop is ideal if you present to clients or colleagues, in a formal presentation context or during one-to-one discussions and whether you are a member of a team, manager or sales person.

You will learn how to prepare through planning, structuring the content and selecting the most appropriate method of communicating your ideas to meet your audience needs. You will also learn how to relax and prepare yourself mentally and gain practical techniques to use when presenting your ideas.



## Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

## What if I can't fit it in?

The Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at our Centre for Leadership based at our Broadwater campus.

## What will I gain from this workshop?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance and easy to follow hand-outs.

## How do I enrol or get further information?

For group rates from £75 per person, or enrolment, please contact the Northbrook Commercial Services team on:

☎ (01903) 273 114

✉ [business.solutions@nbcol.ac.uk](mailto:business.solutions@nbcol.ac.uk)

🌐 [www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

📍 Northbrook Commercial Services, Broadwater Road, Worthing, West Sussex, BN14 8HJ

## What will I learn on this workshop?

This workshop will cover:

- > Preparing your presentation
- > Producing your material
- > Knowing your audience
- > Preparing yourself
- > Dealing with nerves
- > Delivering your presentation
- > Handling an audience
- > Dealing with questions

## What are the specific details?

**Price** £175.00 per person

**Duration** One day

For further information on other workshops, please visit our website:

[www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)