



Presenting Yourself with Confidence

Who Would Benefit?

This course is for anyone who appraises staff and wishes to improve their knowledge and skills in delivery.

This workshop focuses on the core skills required for effective communication in the modern business world: active listening, skilled questioning, and the confident voicing of your views. The way you present your ideas and yourself to an audience, whether one to one or large groups, is key. You may know your subject extremely well but if you do not present it clearly and logically, your audience will doubt that you do.

This is an interactive day with discussions and exercises that will help you identify and work on your strengths and weaknesses so that you can have more impact in work-based situations.

Objective

By the end of the course you will understand the principles of clear communication and have an appreciation of different communication styles. You will learn how to develop influencing skills and you will polish your presenting technique so that you can give engaging and interesting presentations.

Content

- What is effective communication and why do misunderstandings happen?
- Who do we know who are great communicators and what can we learn from them?
- How good am I at communicating?
- How can I use questioning and paraphrasing techniques to improve the way I communicate?
- What is active listening?
- What is effective body language?
- What is assertiveness and what tips will work for me to help me become more assertive?
- What is my personal influencing style?
- How can I give clear explanations?
- How can I participate confidently at meetings?
- How can I improve the way I present to larger groups?
 - Voice projection
 - Personal presence
 - Structure

Duration

One day

Notes

Each attendee will need to prepare in advance a short presentation (ten minutes) on a topic of their choice which they will present during the workshop.