

This course is designed for those who wish to increase their confidence and performance when giving presentations. It is also beneficial for anyone who has identified practical issues around their style, needs specific coaching or finds delivering presentations a nerve-racking experience. During the course we will identify your individual strengths and weaknesses and outline the practical steps that each participant can take to become an effective presenter. This is a practical course and delegates will be recorded on video for analysis and feedback.

Course Information

Duration:	One day	Location:	London
Cost:	This course is only available as individual tuition or as a private company course Individual tuition: £495 plus VAT	Dates:	Please call 020 7359 9880 or visit www.lcmj.co.uk

Key topics

- Visual and vocal energy
- Planning and preparation
- Working with your audience
- Team presentations
- Visual aids

Course Outline

Introduction

- Anxiety – understanding the source of anxiety • Controlling anxiety and building self-confidence

Visual and vocal energy

- How to make sure your visual and vocal energy support the message • Directing all your energy to the audience • How to control your breathing • The importance and power of the pause • Controlling your body to project a positive image

Planning and preparation

- Clarifying your objectives • Identifying audience needs • Structuring your presentation to meet audience needs • Which visual aids to use and when

Working with your audience

- Keeping the audience interested • Making sure your message is understood • Handling questions confidently

Team presentations

- The importance of preparation • How to prepare, manage and deliver professionally

Visual aids

- Using visual aids professionally • Managing equipment failures • Staying in control

Questions and answers

All courses at the London College of Media and Journalism are supported by six months telephone Helpline support.