

# LEVEL TWO - Public Speaking & Presentation Skills Workshop

*“The session was absolutely superb. We've booked two more workshops and are training our entire team!”*

Carrie Supple, Citizenship Foundation

**Have you ever spoken or presented in public and thought “I should have done better!” or answered yes to any of the questions below?**

- Would being a better speaker or presenter improve your confidence & effectiveness?
- Do you need to speak and present at work or where you study?
- Do you ever get overwhelmed before a presentation?
- Would a rapid improvement in your skills help your career prospects?

*“Two days after attending a SpeakersBank workshop I got to put all I'd learnt to the test – I was asked to do an informal presentation to 15 people. This time I found myself enjoying the experience. Even though I had the dreaded 9.30am slot (and people were just waking up!), I didn't let that faze me! I simply used the techniques I'd learnt and it worked. How simple is that? I wish I'd done it years ago”.*

Adele Hagen, Freelance Journalist

**On this one-day workshop you will easily and quickly learn to...**

- Understand the **3 key elements** of every speech or presentation
- **Begin** your speech **before** you begin speaking
- Understand why nerves are normal but **nerveless speaking** possible
- Use the **5 steps** to **connect** with your audience
- Avoid the **platform actions** that confuse the audience
- Understand the **importance** of the **planning process**
- Decide on the **objectives** of your presentation or speech
- **Focus** your speech or presentation
- **Hook** the audience in the first 9 seconds
- **Distinguish** between speeches and presentations and plan accordingly
- Create **powerful openings**
- Use **facts** to tell and **stories** to sell
- Turn your own **experiences** into powerful **content**
- Use simple **techniques** to build strong material
- Work out the **correct structure** for each presentation or speech
- Leave your audience with a **clear message**

*Format and content excellent, one of the best days training I have ever taken part in.”*

Simon Crick, NHS, Northampton

**What will you do during the workshop?**

- You will have **4 opportunities** to speak in front of the group
- You will have the opportunity to speak both with **preparation** and **without**
- You will receive **verbal, written** and **group feedback** highlighting your **strengths** and identifying areas for **improvement**
- You will receive **specific techniques** on how to improve those areas
- You will gradually build your **skill level** throughout the day
- You will develop the skill of presenting **without notes**



*"When I arrived I was nervous and apprehensive but by the end of the day I felt inspired and much more confident; I will definitely put into practise the skills and techniques I have learnt. Thank you."*

Richard Blass, Accountant

### 5 more reasons to attend

- **Professional Trainers:** All our trainers train in public speaking and presentation skills only.
- **Time Effective:** The workshop is experiential and relevant, **no waffle!**
- **Relevant:** All the techniques can be taken away and used immediately
- **Notes:** You will receive our unique 10 page course workbook
- **Fun:** The day is enjoyable and interactive

*"The progress I made yesterday may seem like a small thing, but to me it's massive and potentially life changing - I can't thank you enough. On the feedback form, I wasn't exaggerating when I said this is the best course I've been on (and I meant all courses I've been on regardless of the subject). And I'll be sure to attend an advanced course with yourselves shortly."*

Chris Bulmer, IT Professional

### Why is this the best value professional workshop in the UK?

- ⌘ **SpeakersBank** is a not-for-profit organisation committed to making high quality, professional communication training accessible to all and our prices reflect this philosophy at only **£129 \*** per person.
- ⌘ Note - **Third Sector (Voluntary/Community/Educational organisations) discount of 15% available.** Numbers are strictly limited to 11 per workshop.

*"Thank you for giving me such wonderful public speaking skills. You have made a massive difference."* Julia Duffey, PhD Student

### Invest in your career and personal development today

The next **London** workshop is on **16<sup>th</sup> July, 2008** from **9.30 – 5.00 pm** at a City University, EC1V 0HB. The **London** workshops following that date are at CAN Mezzanine 1 London Bridge, London SE1 9BG  
For further details call 0845 862 0444 or email [info@speakersbank.co.uk](mailto:info@speakersbank.co.uk)

### Payment options.

**By credit card** (visa/mastercard/paypal) – email [info@speakersbank.co.uk](mailto:info@speakersbank.co.uk) and we will send you the payment link.

**By cheque** – fill out the form below and send with cheque, payable to **spkrsbnk ltd**, to SpeakersBank, CAN Mezzanine 1 London Bridge, London SE1 9BG

**Electronic banking** – email [info@speakersbank.co.uk](mailto:info@speakersbank.co.uk) and we will send you payment details.

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### LEVEL 2 - Public Speaking and Presentation Skills Workshop

Yes, I'd like to reserve my place now for:

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London Wednesday 16<sup>th</sup> July 2008 \_\_\_\_\_

London \* Monday 8<sup>th</sup> September 2008 \_\_\_\_\_

London \* Monday 24<sup>th</sup> November 2008 \_\_\_\_\_

\*Prices increased to £149 with £20 Third Sector discount

Name \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Please make cheques payable to **spkrsbnk ltd**  
SpeakersBank is the trading subsidiary of the **Speakers Trust charity, number 296823**



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As featured on BBC  
Radio 5Live

# LEVEL THREE - Advanced Public Speaking and Presentation Skills Workshop

*You have already completed the LEVEL Two Public Speaking and Presentation Skills Workshop and you now want to develop to the next level*

You will have the opportunity to speak and present 3 times throughout the day and receive detailed video analysis in addition to trainer and group feedback. You will receive your own personalised DVD at the end of the day.

The Advanced Workshop builds on the skills and techniques already mastered and concentrates on  
**5 key areas**

*“The whole day was excellent. The trainers were extremely knowledgeable, sessions well structured and I learnt so much in one day that I can use in a professional capacity”* John Murphy, Headmaster

## 1. Delivery

You already understand the basic skills of delivering with impact. Here you will add in more advanced techniques:

- How and when to **move** with purpose
- How to **naturalise** your performance
- How to turn **eye contact** into a two way process
- The when, how and why of using **props**
- How to add **drama** to your presentations
- How to make your delivery more **interactive**

## 2. Speech Development

You will be working with your own material throughout the day, experimenting and fine-tuning:

- More ways to **hook and hold** the audience from the first word
- **6** ways to **close** and make sure the audience remember
- Why **humour** works and how to make it work for you
- When you should **entertain** as well as **educate**

*“A day to remember, full of rich insights, tailored feedback & and our own personal “mission” for moving towards mastery in speaking”* Mark Haverstock, Business Coach & Seminar Leader

## 3. Editing

You will discover how much more effective your speech or presentation can be when less is more:

- Why you should be **constantly** editing your material
- How to eliminate the mundane to leave only **good** and **excellent** content
- How to add in **punch** words, **punch** lines and **punch** phrases
- How to subtract **“killer words”**

[Note: 100% of participants to date have rated the workshop as `Excellent`](#)



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# Advanced Public Speaking and Presentation Skills Workshop

## 4. Controlling Your Environment

In an ideal world everything goes smoothly, however how do you cope when there is a problem? Here you will discover:

- How to prepare your own **introduction**
- How to handle **awkward** audiences
- How to **prepare** for interruptions
- When and how to conduct a **Question and Answer** session
- How to cope if you are given **less** time or **more** time
- How and when to use **note cards**

*“Of huge benefit to me, I gained excellent advice and I feel so much more confident about speaking and presenting now”* Jack Forester, Graduate Student

## 5. Use of Video Analysis

You will be recorded throughout the day but how do you make most effective use of this? Learn:

- The little known 3 step process to really analysing your speech or presentation
- How to analysis other speakers and learn from them
- When to use video and other alternatives

## Invest in the next stage of your career and personal development today

The next **Advanced London** workshop is on **Monday 24<sup>th</sup> November, 2008** from **9.30 – 5.00pm** at CAN Mezzanine 1 London Bridge, London SE1 9BG. **Cost is only £199 and please note:** Numbers are **strictly limited** to 7 per workshop

🔗 Note - **Third Sector (Voluntary/Community/Educational organisations) discount of £25 available.**

For further details call 0845 862 0444 or email [info@speakersbank.co.uk](mailto:info@speakersbank.co.uk)

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### LEVEL 3- Advanced Public Speaking and Presentation Skills Workshop

Yes, I'd like to reserve my place now for:

Yes, I'd like to reserve my place now for:

London Wednesday 24<sup>th</sup> Sept 2008 (sold out) \_\_\_\_\_

London Friday 28<sup>th</sup> November 2008 \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Please make cheques payable to **spkrsbnk ltd**  
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