



# Peter Christison & Associates Health Consultancy and Training

*Established since 1995  
In Workplace Health & Mental Health*



## Management and personal development fact sheet

### Presentational Skills

#### Purpose of the course:

This 1 day course is aimed at anyone who requires the skills to deliver presentations, talks or workshops.

**Group size:** maximum 14.

#### Fees:

**In house:** **NO VAT** £495.00 per day plus expenses

**Open course:** **NO VAT** Subject to the venue the cost per delegate is £65.00 per person; subject to a minimum of 10 in the group. **London & south –east only**

#### Aim

To improve delegates' confidence in delivering an effective presentation which will be well received by the audience.

#### Objectives

Planning your Presentation, setting objectives and knowing your audience

Preparing your Material, structuring your material to meet audience needs, mind mapping to organise thought

Preparing yourself, building confidence, techniques for dealing with nerves

Delivery Techniques to Enhance Professionalism

Dealing with Questions, how and when to handle questions, dealing with difficult people and situations

Preparing and Using Visual Aids

**Continued overleaf**

Practise of Presentation Techniques - delegate presentations including feedback and review, evaluation of delivery to enhance confidence.

## **Biography**

Cathy is a qualified trainer, holds a certificate in training practice and is a member of the CIPD, Chartered Institute of Personnel and Development. She has several years' experience in developing and delivering training programmes on interpersonal and job-specific skills for the UK Border Agency.

She is also a qualified Nutritionist.

**For a full range of bespoke and off the shelf training or workshops and consultancy services in:**

- + Workplace health
- + Mental health
- + Health and safety
- + Management and personal development skills
- + Psychological therapies

**contact Peter Christison in confidence**

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**[www.healthymindsinyourworkplace.com](http://www.healthymindsinyourworkplace.com)**

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