

PRESENTATION SKILLS

Would you like to be able to deliver presentations more effectively and make a real impact? 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 Business Solutions @ 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 Northbrook College (A company costing will be provided once your training needs are finalised).

What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance and easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY

What will I learn on this course?

This workshop will cover:

- > Preparing your presentation
- > Preparing yourself
- > Delivering your presentation

What are the specific details?

Price	£175.00
Duration	One day

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions