Public Speaking & Presentation Skills for Professionals

Transforming Nerves into Presence and Authority

Focus on: The Manager ☑ The Specialist ☐ Spotlight Programme ☑ Hands-on Skills ☑

Course Overview

Presenting to groups is often ranked as one of the most stressful challenges professionals face, yet it is also one of the most powerful ways to build credibility, influence decisions, and create lasting impressions. *Public Speaking & Presentation Skills for Professionals* is a dynamic and highly interactive workshop designed to transform the way participants approach public speaking and presentations.

Through a combination of practical exercises, videoed presentations, individual coaching, and peer feedback, participants will gain the confidence, tools, and techniques needed to deliver engaging, impactful, and memorable presentations. The workshop goes beyond the words spoken; it focuses on how body language, tone, presence, and structure influence the audience's perception and response.

By the end of this programme, participants will not only be able to design and deliver polished presentations but will also possess the confidence to manage nerves, connect authentically with their audience, and communicate complex ideas with clarity and impact.

This course is ideal for professionals at every level who are responsible for influencing others, whether through pitches, negotiations, boardroom presentations, team meetings, or public events.

Course Objectives		This Course is Ideal For:	
1	Improve self-image and build confidence in presenting	✓	Negotiators, bid and pitch personnel who present to clients or stakeholders
2	To overcome nerves to present effectively	✓	CEOs, Directors, and Senior Managers seeking to strengthen presentation impact
3	To use body language, posture, voice and tone to be more assertive and impactful	✓	Managers and team members who need to present confidently to groups or conferences
4	To improve the impact of the core messages of any presentation	✓	Professionals across all departments, who have corporate presentation responsibilities
5	To communicate complex information in a professional, enjoyable and memorable way		
6	Communicate complex information in a professional, engaging, and memorable way		
7	To structure a presentation to ensure a positive outcome		
8	To use question and answer sessions to create positive interactions with audiences		
9	To evaluate presentations using internal and external tools		

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Course Content

Day	Theme	Coverage
1	Building Confidence and Presence	• Overcoming nerves and managing stage fright • Developing a positive self-image as a presenter • Using posture, body language, and voice for authority • Creating a strong and lasting first impression
2	Crafting Impactful Messages	• Structuring a presentation for clarity and engagement • Identifying and delivering core messages with impact • Communicating complex ideas simply and memorably • Using storytelling to connect with audiences
3	Mastering Delivery Techniques	• Tone, pitch, and pacing for influence and emphasis • Reading audience reactions and adapting in real time • Incorporating appropriate humour and personal style • Building assertiveness and presence through practice
4	Engaging with the Audience	• Managing interactive elements of a presentation • Handling Q&A sessions confidently and positively • Listening and responding with Emotional Intelligence • Encouraging dialogue and building rapport with groups
5	Integration and Real-World Application	• Delivering full presentations with feedback and coaching • Video analysis to strengthen style and presence • Evaluating presentations using internal and external tools • Personal action planning to apply skills back in the workplace

Course Assessment

Participants will be assessed on:

- Participation in sessions
- Completion of exercises & case studies
- Performance in assessments

Certification

Upon successful completion of the course, participants will receive a **Certificate of Successful Completion**, along with a **Transcript of Marks** showing the performance by grade in each element of assessment and overall.

Course Instructor

This internationally-acclaimed speaker has over 25 years of experience in teaching human behaviour and communication. He has delivered innovative development courses to a wide range of organisations throughout the UK, USA, Europe, Asia and the Middle & Far East. His background is both intriguing and impressive: after undertaking his degree he worked in journalism for national newspapers and the BBC. He then rose to become a senior officer in the Merchant Navy, and thereafter he held commercial and training roles in several famous-name blue-chip organisations.

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