



Public courses 2017

STAND & DELIVER

One-day presentation and public speaking skills course Thursday 23rd March 9.15 – 5.00

Learn the techniques borrowed from the theatre and adapted to the business world. Abandon standing in front of audiences reeling off lists of facts! You can learn to be a lot more interesting than that. Working in a small group, you will explore how to prepare yourself and control your nerves, posture and breathing; how to warm up and extend the capacity of your voice; how to convey positive and confident body language; how to enhance delivery and control your pace; think about who the speech or presentation is for and how that affects your structure and format. Lots of practice means you emerge at the end of the day able to present without crutches, aids or slides, but really communicating with your audience.

£399 + VAT *I would like to reserve a place on Stand & Deliver @ The CCA, 350 Sauchiehall Street, GLASGOW G2 3JD*

Two TAPAS Together (Or Separately!)

Short courses for people with taste but little time Tuesday 24th October

@ The Festival Theatre 13– 29 Nicolson Street, EDINBURGH EH8 9FT

Personally Speaking is not about making speeches, it's about understanding the factors that influence day-to-day communication: what your voice and body language are telling others, how we all interpret what we think others mean, how to listen, react and build rapport. When you think and act positively you boost your own confidence, hold your own and take control of your own communication.

Personally Speaking 10am-1pm *I would like to reserve a place on Personally Speaking @ The Festival Theatre*

Productive Networking How to enjoy networking and make the most of your opportunities. Enter a room with confidence and join a group; start conversations and make others feel good in your company so they feel good about you. Describe what you do, in plain and understandable English, circulate and move on without feeling you are causing any offence. Make real and lasting contacts and follow up with the same light touch.

Productive Networking 2pm -5pm *I would like to reserve a place on Productive Networking @ The Festival Theatre*

The more TAPAS you buy, the less you pay. Book on to one course at full price, book more at *the same time* and the second costs 10% less **First course: £199 + VAT Second course: £179 + VAT (-10%)**

NAME	
JOB TITLE	
ORGANISATION	
ADDRESS	
TEL	FAX
EMAIL	
Send Invoice to: (If different to above)	

Please note that all public courses can also be run in-house

Place/s reserved immediately and confirmed on receipt of your fee. Download booking forms and info from www.voicebusinessstraining.co.uk

Please complete, scan + email / post / fax to: **voicebusiness**, 350 Sauchiehall Street, Glasgow G2 3JD, Scotland
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