



# CUSTOM BUILT

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## Training Programmes in Presentation & Public Speaking Skills

Would you like a presentation skills training session which is completely tailored to your needs and takes your skills to a new level? We can offer you one, two or three-day options, to help you address your needs and overcome your fears.

Each day includes two 3-hour sessions and the two and three-day options also include one-to-one consultations and/or video training.

**Brian Johnson, Construction Director at CALA (East) Ltd, attended a two-day Custom Built Advanced Presentation Skills course, with video, and said:**

*The training was very useful and allowed me the confidence to push myself to achieve better standards in my approach to presenting. Overall, a very worthwhile course to have attended.*

Here is what we have covered with some clients recently:

### OPTION 1- One day

#### Core Course in Vocal & Presentation Skills Training (as in the Stand & Deliver public course)

1 Trainer

##### am

- relaxation and physical preparation
- posture
- breath control
- vocal warm-up and development of sound
- objectives when speaking
- pitch and range
- articulation
- use of punctuation in speech
- eye contact and body language
- pace versus speed

##### pm

- assessing the audience
- taking account of the size and nature of the venue
- projection and focus of delivery
- how to handle a written speech
- 'the boring speech' - how to make your material come alive
- presentation content
- techniques for structure and delivery of a non-written speech, using minimal aids
- presentations by participants, making use of acquired techniques
- final feedback

### OPTION 2 - Two-three days with 1 Trainer

#### Customised Vocal & Presentation Skills Training

We cover the same learning as in the one-day course, plus:

One-to-one feedback, warm up, how to make public introductions and how to present informally around a table. We also go through how to handle questions, presentations with Q&A sessions, followed by final discussions and feedback. We can also offer the option of working on a specific presentation for your organisation.

On day three we can do additional work on voice, body language and stress management.

This is done by short presentations using mind mapping or by working on a specific presentation for your organisation or even developing a preliminary idea into a full individual or joint presentation.

### OPTION 3

#### Customised Vocal & Presentation Skills Training with Video

2 Trainers (Usually six participants over two days)

##### Day 1

###### Am

Three minute presentations, with topics supplied in advance by **voicebusiness**

VIDEO

Playback and feedback

Discussion: What makes a good presenter?

###### Pm

Release of tension, posture, breathing

Mind-Mapping

Short, joint presentations, using mind mapping

VIDEO

Playback and general feedback

##### Overnight

Preparation of material *either* on a general topic supplied by **voicebusiness** *or* a presentation specifically geared towards your organisation

##### Day 2

###### am

One-to-one sessions with both trainers (15 minutes per person)

Warm-up and in-depth breathing and sound production

Focus and acoustic awareness

How to make public introductions

VIDEO

How to present informally, around a table

VIDEO

###### pm

How to manage question and answer sessions

Preparation for this presentation

Presentations, with questions and answers

VIDEO

Playback and general feedback

We offer written feedback on all courses of two days or over, with six participants or fewer.

Feedback is available on request for other certain courses for an additional fee.

Participants on courses involving video will receive a DVD of their presentations and the group exercises in which they were involved.

**David McNeish, Social Policy Co-ordinator, Citizens Advice Scotland, attended a Custom Built course and said:**

*I've always looked confident giving presentations, but voicebusiness helped me feel confident too. Excellent and useful – how often can you say that about training?*

**voicebusiness** uses adapted acting techniques for the business environment which are coupled with well-established disciplines such as NLP. The training is professional, friendly, and above all, effective. Unlike some training, the activities are flexible and participants are fully supported with a high ratio of trainers to individuals.

##### Course fees

£1450 per day for 1 trainer (+ £100 per written feedback report, if sought for groups of 8 or fewer) + VAT & expenses

£2700 per day for 2 trainers, for courses lasting two-days and over (inc written feedback & DVD) + VAT & expenses

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**We don't teach you your business – we teach you ours**