



SPECIAL EDITION PERSONAL TRAINING

Intensive training in Presentation, Public Speaking & Communication Skills using theatre & media techniques adapted for the business environment

This training enhances existing skills and takes them to a new level where you are equipped to be compelling, confident, relaxed and more yourself. Each session is designed *specifically* for the individual around their personal requirements. For example, you may have a major presentation to give, an interview to attend or you just want some insights into how you come over to others.

With **two** trainers for each individual, these tailor-made sessions are rigorous, concentrated and very supportive. Using video for immediate analysis, we create an accelerated learning experience.

Who could benefit from this training:

- Anyone who wants to improve their public speaking skills to become a better presenter
- Anyone who has an important board meeting, conference or special occasion coming up who wants to maximise this opportunity
- Anyone who would like to increase their personal presence
- Rising stars in a business to give the ultimate representation of your organisation in public situations or important meetings.

What you gain from the training:

- A unique insight into your strengths and weaknesses in presentation and public speaking skills
- A new range of practical, immediately applicable techniques and skills
- Seeing yourself as a more confident and fluent communicator
- Enjoyment of presenting well
- A DVD of progress through exercises to study later, backed up with written analysis and presentation checklists
- Very specific written feedback report
- Back up from voicebusiness, a leading skills training company, whom you can contact at any time in the future for advice and support.

Michael Docherty, Chief Executive of South Lanarkshire Council, undertook Special Edition Personal Training and said:

Your approach was just right – very professional and good fun. It provided me with a toolkit of practical solutions for almost any situation. I would not hesitate to recommend the course to others.

Course content – presentations and more formal communication skills

- Short self assessment of current skills
- First version of your presentation – video recorded
- Discussion of your strengths and development areas, then playback video and feedback
- Body work – breathing, relaxation and release, posture
- Review of sections of the presentation incorporating these techniques + new version of sections of presentation – video recorded. Discussion then playback video and feedback
- Voice techniques – pitch, pace, variation
- Presentation content – analysis of strengths and development areas. Developing a descriptive language individual to you
- New version/s of presentation. Discuss then playback video and review progress. Final feedback

COMPELLING PRESENCE

Increase the power of your personal presence: your impact, credibility and gravitas
Ever wanted to feel that people look at you as a natural leader?

- Exercises exploring what we mean by presence, status and objectives.
- How your voice and body language reveal your mood and state and how you can change how you come over.
- How you can increase your authority without raising your voice.

Eleanor Emberson, Chief Executive, Scottish Court Service told us:

During the course of the day, my personal style came under intense scrutiny and the detailed feedback on my self-presentation was beyond anything I had encountered in any other training. It was enormously revealing and very helpful. The day was hard work but both the affirmation of existing strengths and the demonstration, in the course of the day, that it is possible to make changes which have real benefits were a great confidence boost. I have put the techniques learned into practice since the training to good effect and have had positive feedback on the difference.

Duration

We recommend a minimum of two 3-hour sessions.

Why personal training with video?

Video allows us to observe ourselves in a way we never can in every day life. We provide a safe, supportive and insightful environment for this, using good quality camera and sound equipment. Video helps consolidate the techniques learned and unlike some other training, we use the camera in a variety of ways to show details of voice quality, appearance and self-expression.

What we send you

An edited DVD plus reminders of any exercises, written analysis and presentation checklists.

Course fee: £2600 + VAT & expenses per day

voicebusiness 350 Sauchiehall Street, Glasgow G2 3JD tel: 0141-333 9331 fax: 0141 333 9332
e: info@voicebusinesstraining.co.uk w: www.voicebusinesstraining.co.uk blog: <http://talkaboutspeaking.com>

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