



# Presentation Skills Course

A 5 Star Rated course from the  
Training experts





# Presentation Skills Course

It is widely recognised that speaking to a group and audience is one of the most challenging tasks to accomplish with merit, yet it is a common requirement in business.

## Introduction

This practical course is for anyone who wishes to develop their presentation skills so that they can deliver presentations that have an impact, for the right reason, and impresses your audience.

You will gain the knowledge and skills required to create and deliver a presentation that gets the message across with impact, how to conquer nerves, capture attention and get the audience on your side

## Who would benefit from this course?

This course will benefit those who want to learn the fundamentals of delivering a range of presentations to a variety of audiences, for both newcomers and presenters requiring a

refresher session.

If you are new to making presentations or you are looking to take your existing presentation skills to the next level, this course is for you.

## Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

## Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester:	£295 + VAT	£495 + VAT
Leeds:	£345 + VAT	£545 + VAT
Liverpool:	£345 + VAT	£545 + VAT
Birmingham	£345 + VAT	£545 + VAT
Online	£245 + VAT	£375 + VAT

## Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £590 and Online From £220 (half day). Please email or call us with your preferred venue, number of delegates and any requests.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

Everyone got time to practise their skills in a friendly and supportive environment, and you could see a real improvement on everyone's performance at the end of the day.

I'd particularly recommend this course to anyone who feels at all uneasy about public speaking...

Angela Bleasdale





# Presentation Skills

## Course Outline

This course will teach you how to become a more effective presenter

### Course Objectives

- Recognise the need to deliver impressive presentations
- Understanding the preparation that is required for an effective presentation
- Improve the use of your body language and tone of voice to become a more engaging presenter
- Understand the structure of each part of a presentation

- Being confident when handling questions during a presentation
- Use visual aids that are appropriate and supportive
- Control nerves positively when speaking so as to reduce anxiety
- Have an opportunity to practice all that you have learnt

### Course Topics

- Introduction to effective presentation
- Preparing for a presentation
- Use of Body Language
- Use of Tone of Voice

- Ingredients a great presentation
- Structure of a presentation
- Confidently answering questions
- Using visual aids
- Controlling nerves and anxiety

To book please see next page

Google

5.0 ★★★★★

I enjoyed the mock presentations. They were really useful.

Usually when presentation skills have been part of a course they ask you to do one presentation, but here we could continue improving our presenting skills throughout the day.

Agnes Altmets | University of Salford



For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.



## Presentation Skills Course

### Why Choose M Training's Presentation Skills Training Course

- Run by a specialist Run by an experienced trainer with over 10 years of experience in running presentations skills training
- This course is limited to 6 places so you are guaranteed personal support throughout the day
- Fully CIPD Qualified trainers
- From Only £295 + VAT per delegate
- Convenient locations in Manchester, Leeds, Liverpool and Birmingham.
- We provide one to one and private group courses throughout the UK
- Course notes and support material
- Lunch & refreshments provided
- Certificate of achievement

### Private and One-to-One Courses

One-to-one and private group courses are available from £590 for a one day classroom course and from £220 (half day) or £390 (full day) for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

### How to book

**To reserve your place on our 1 Day Presentation Skills course, Simply pick your preferred date and book on our website, send us an email or give us a call.**

**Or if you prefer, we offer private and In-House training on request.**

**Email: [info@mtraining.co.uk](mailto:info@mtraining.co.uk)**

**Call: 0161 226 6032**

**Or visit: [www.mtraining.co.uk](http://www.mtraining.co.uk)**

**We offer group booking discounts for two or more delegates.**

The training was incredibly helpful, and I can already see the effect it is having on my presenting skills. We received honest feedback from the start of the day, along with fantastic support and motivation from Jane, which really made the difference in boosting my confidence when it comes to presenting. The tips we were given will help me throughout my career

**Stephanie Moore | SKY**