

Welcome to the Presentation Skills 101 training catalogue. Listed here are our basic courses. We believe that training should be based on individual and organisational need. To that end we encourage participants to use their own projects or issues as examples to work on. In this way both delegates and their organisations will see an immediate benefit. All trainings listed are available at your office or (by arrangement) at a third party venue.

### A bit about me...



Hi, I'm John Child, founder of Presentation Skills 101. I have a passion for communications. I'm constantly learning and I love to pass that learning on to others.

I began running training courses in 1992 as part of a large corporate development program. Since then I have worked for a variety of organisations where training has been a key part of my day to day life.

I've been building and delivering training courses for over twenty years.

You can find out more about me and about Presentation Skills 101 at our website, but why not contact us now to talk about your requirements and see if we can help?

### Public Workshops

We run a regular group of public workshops in Leeds City Centre. These range from evening workshops in Presentation Skills to full day confidence seminars. You can find more information about our public workshops at our website.

### Pricing & Booking

If you'd like to get more information about our courses or if you'd like to book training for your organisation please contact us either by email or at the number below.

## Presentation Skills Skillbuilder (1 day)

**Who is it for:** Trainers, Marketers or executives with some experience of formal presentations or public speaking. Those looking for the skills to make their pitch or presence stand out amongst the noise.

**Recommended delegate number:** 4 - 15

### What will you learn:

- How to plan your presentation from start to finish
- Structuring techniques
- Linguistic techniques to hold the audience attention and lead them on the journey you want them to take
- Hypnotic storytelling for audience environments
- The five keys to a winning presentation
- Powerpoint techniques for presenting different data types
- How to instill confidence in yourself and your listeners
- How to control an audience

### When will you be able to apply the learnings:

Delegates will work on their own example presentations during the workshop. Each person will deliver a 5 minute presentation to the group during the afternoon sessions

### Why choose this course:

Led by a trainer with twenty years creating and delivering presentations. This in-depth course will give you all the skills you need to turbocharge your presentations. Designed to give immediate benefit to delegates this course forms an efficient and valuable way to ensure your teams are at a consistent level. As with all of our courses the content will be tailored to your organisational needs and the content on the day will be delivered with that in mind.

### How will you be able to apply your learnings:

This course is designed to tackle the building blocks of any good presentation. Once you have those foundations in place you can use that information immediately and apply it to whatever you need to present. It doesn't matter if you are presenting information, a marketing review or a sales pitch. This course will give you the confidence and the skills to up your game and give your best ever presentations.

## Know Your Audience (1/2 day)

### Who is it for:

Trainers, Marketers or executives with experience of formal presentations or public speaking. Ideally you will have attended the Presentation Skills Skillbuilder but this is not essential.

**Recommended Delegate Number:** 4 - 15

### What will you learn:

This course is an in-depth look at one of the key areas introduced in the 1 day workshop. Primarily based around your marketplace we will discuss:

- The importance of market and consumer knowledge and resources (including how to find / source this information).
- Demographics
- Psychographics
- Other available data
- How to apply the various data to create powerful recommendations and presentations  
Who is in the room - What do they want?

### When will you be able to apply the learnings:

Once you have attended this workshop you will be able to apply this information gathering approach to any project or presentation. The short but information packed session is designed to give you knowledge that can change the way you view your market and your clients (internal and external).

### Why choose this course:

This focussed session is designed to bring you maximum benefit across your department, function or business. The techniques you will learn will bring detailed background and context to your data and enhance your recommendations and therefore your presentations. By widening the scope of delegates thinking you can improve the accuracy of your offerings and your campaigns.

### How will you be able to apply your learnings:

Whenever you present you are selling. It may be an idea, a concept or a product, but make no mistake you are selling. This process becomes much easier if you know your market and your audience. This workshop will allow you to produce data driven reports backed up by wider contextual information. That information can prove invaluable to any stakeholder or sales account, allowing you to pinpoint the best people to contact in the best way.

## 'Nuts & Bolts' Training

These sessions can either be delivered in a small workshop of up to six people or as a 1-2-1 session at your desk. They are all practice based and the delegate will receive instruction and help from the instructor. The instructor will not touch the delegates computer at all but give clear and concise instruction using their actual work as an example.

These sessions are tailored to the exact needs of your company or delegate. Why not give us a call to discuss your specific requirements.

## Powerpoint for presentations (2 hour)

### Who is it for:

Anybody who needs to learn the basics of building a PowerPoint presentation quickly.

### What will you learn:

The practical skills needed to create a PowerPoint presentation. From opening the application to completion and projecting it to the screen.

### When will you be able to apply the learnings:

We will use your presentation as an example. You will begin to benefit from your new knowledge immediately.

### Why choose this course:

This 2 hour session is designed to be great value and highly useful. By the end of it you will have begun (or even finished) building your first presentation.

### How will you be able to apply your learnings:

You will be able to use your new knowledge straight away.

## Excel Basics (2 hour)

### Who is it for:

Anybody who needs to get up to speed with the basics of Excel quickly.

### What will you learn:

We'll use your project as an example or we will create an example spreadsheet that will include the useful 'everyday' excel functions.

### When will you be able to apply the learnings:

By the end of the session you will be able to build a simple spreadsheet that will include automatic calculations and create a self-updating graph. You'll also learn how to record a macro.

### Why choose this course:

Everything most people need for everyday Excel use. The course is designed to show you how to quickly produce worksheets that will save you time and allow you to focus on using the data produced.

### How will you be able to apply your learnings:

Examples of projects these techniques can be used for include: Powerpoint presentations, Staff resourcing sheets, Sales and contribution assessments.

## 'Off the shelf' Workshops

As well as our own workshops and seminars we also offer a number of hand picked workshops designed by other leadership professionals. Each one is based on a principle key to organisational or team success.

### Abeline Paradox

Duration: 2 Hours

Recommended Number of Delegates: 6 - 20

This facilitated session tackles one of the most damaging and pervasive issues experienced by larger organisations. Based around discussion of a video story participants will learn about the Abeline Paradox, its effect on their teams and decisions and how to work to remove it from the working culture.

### Fish!

Duration: 2 Hours

Recommended Number of Delegates: 6 - 20

Based on the bestselling management book this 2 hour facilitated workshop will help your teams to understand and embed the principles of motivation and fun discussed in the original book. Taking the overriding principle that 'work made fun gets done' this is an activity based session that should be as enjoyable as it is culture changing.

### Who Moved My Cheese?

Duration: 2 Hours

Recommended Number of Delegates: 6 - 20

The change management classic. Taking the story of two mice into cartoon form this facilitated workshop uses humour and discussion to look at colleagues perception of change in the workplace.