

Presentation Skills at View from the Top

The half day includes fun participation in a supportive environment with constructive tips and guidance. For those who wish to continue their development of presenting confidently and those who are just starting to dip their toe in the water. Come along and you can explore how you can:

- Develop your personal style
- Boost self confidence
- Enhance clarity and communication by learning more about
 - Preparation of self
 - Selecting Content
 - Different methods of delivery

Date: Wednesday 30 April 2008

Time: 10am to 1pm

Venue: **View from the Top** 4th Floor Waterstones, Bridlesmith Gate, Nottingham

Cost: £45.00

Outline Programme

1000 – 1015 Registration & coffee

1015 – 1045 **Introduction & Preparation**

Trainer presentation around selecting content, identifying your core points, preparation of documentation and your environment.

1045 – 1130 **Interactive Session**

The focus of this session will be on building confidence and enhancing the clarity of your presenting.

1130 – 1145 Tea & Coffee

1145 – 1240 **Interactive Session**

During this session you will take part in presentation practice and receive constructive feedback.

1240 – 1300 **Forward Thoughts**

Trainer led discussion on using what you have learnt during the morning.

BOOKING FORM

Presentation Skills at View from the Top 10am to 1pm on Wednesday 30 April 2008

To attend please complete this booking form and send it with a cheque for £45.00 made payable to Susan Spicer to the following address:

Susan Luke
SEL Coaching
41 Rodney Road
West Bridgford
Nottingham
NG2 6JH

For further information please call 0115 923 2929 or 07885 322097

Name _____

Firm _____

Address _____

Post Code _____

Contact Number _____

E-mail Address _____

I would like to attend the event on 30 April 2008 and enclose a cheque for £45.00

I cannot attend on 30 April but would like to receive information on Presentation Skills Coaching