

Professional Business Presentations – level 1

High impact presentations – clear, confident and convincing.

In today's international business world, presentations are an integral part of the decision-making process. This training will help you to communicate information, make proposals and get approval for your ideas. You will learn how to make clear concise and logical presentations. Above all, you will be more **convincing**, more **confident** and make an impact.

Who should attend

This training is aimed at business professionals who need to give presentations and want to get their message across clearly and professionally. Beginners or people who have little experience: managers, team leaders, specialists, consultants, sales people and project managers.

Benefits of attending

The training is designed to be very practical. After the training you will understand and be able to collate content, create the message, design, and deliver successful presentations.

Trainer

Trevor Smith is a business communication specialist and has been giving workshops and training across Europe for over 15 years. Companies he has worked with include Dell, Honeywell, DHL, Siemens and Nestle. He is a regular speaker at international conferences and applies the principles learned from NLP and accelerated learning in his training.

Training content



- How to address the needs of your target group
- Clarifying the goals and objectives
- Collecting and collating information
- Crafting the message
- Designing the presentation
- Make a confident and convincing impression at the beginning
- Delivery - body language
- Delivery – vocal impact
- Involve the audience – rapport
- Handle questions professionally
- Deliver individual presentation
- **DVD feedback** on presentations
- Continuous improvement tips

Format and investment

Date: 7th – 8th June 2010

Time: 9.00 – 17.00

Venue: B.I.B.S. Brno, Lidická 960/81, 602 00 Brno

Investment: Kč 11 500 + vat.

20 % discount for business partners

Includes: training, coffee, drinks and participation certificate.