



Presentation skills

Location

Onsite

Duration

One day

Price

TBA on proposal

No. delegates

TBA

Please note certificates of attendance or accreditation will be issued on receipt of payment and attendance.

Who should attend?

This programme is suitable for all personnel who, as part of their every day interactions with staff or customers, are required to carry out high quality presentations.

Aim

- Be able to structure presentations for maximum impact
- Understand the benefit or visual aids and when and how to use them.
- Be able to present with confidence in order to project a positive image of the organisation and themselves.

Objectives

- Identify, in an intensely participative environment, the current strengths and weaknesses that participants have in their ability to present
- Provide the skills, abilities, and confidence required for providing high quality presentations
- Put new found presentations skills into proactive with support from group feedback and one to one coaching
- Develop personal action plans

Overview

It is recognised that the ability to provide formal presentations to customers or employees is a key leadership skill for every manager and sales professional. The material covered in this module acknowledges that as managers and front line sales staff improve their presentation skills, they will add a positive dimension to the messages being communicated. This program identifies that to present powerfully and in a persuasive manner is a key competency.

**FOR FURTHER DETAILS PLEASE CONTACT ANNEKA THOMSON ON 03450 570 042 OR
ANNEKA.THOMSON@BUILDERS.ORG.UK**

TERMS & CONDITIONS - All places are allocated on a first come first served basis. Completion and return of a booking form will hold a provisional booking for seven days. Bookings will only be confirmed on receipt of full payment. Payment must be received 14 days prior to event date. On receipt of payment; confirmation of booking together with course information and VAT receipts will be issued by the course administrator. NFB Training reserves the right to alter trainers, timing and venue of the course for reasons beyond their control. NFB Training are constantly updating and improving course content and reserves the right to alter any of the course's content without prior notice.

CANCELLATIONS - Refunds (less an administrative fee of 30%) will be made for cancellations received in writing more than 10 working days prior to the event. No refund is available for cancellations made within the 10 working days prior to the event. Delegates may be substituted in order to avoid cancellation at any time prior to the event. There will be no charge if a substitute person wishes to replace the original delegate. Please inform the course administrator of any change to the original booking. The NFB shall make every effort to avoid the cancellation or rescheduling of an event. However we reserve the right to cancel an event at any time and, should the need arise, the NFB shall endeavour to provide attendees notice in good time and refund or reallocate any payments made in respect of the event. The NFB cannot accept liability for expenses or any other losses relating to costs or time to the delegate or their company