



## Presentation Training

### How we can all do it better

You have a speech or presentation to make and you are dreading it.

Or you have made a number of speeches and presentations but are not happy with the outcome.

Can you get over your terror and/or improve your performance?

It is perfectly natural to be apprehensive - indeed nervous - before a speech or presentation. A presentation does not have to be before a large audience, it could simply mean putting your case before a group of your peers.

Nervousness is natural and very common. In fact, a recent international survey asked business and professional people "What do you fear most?" Not surprisingly, having to give a speech or make a presentation ranked among the things people fear most - even more than they feared death!

Insight Consultants has had considerable success in helping clients improve their skills in speech making and presentation delivery - even with those who beforehand believed that they had no such skills.

There are a number of steps you can take to conquer your fear and improve your skills in delivering a speech or presentation and we at Insight Consultants can take you through them. While we never guarantee that those nerves will totally disappear, we can show you how to harness them for your benefit.

Presentation training with Insight Consultants is focused on the specific requirements of the individual and we specialise in one-to-one tuition, with no session involving more than three participants. This allows the particular needs of each person to be carefully and positively addressed.

The training sessions deal with a number of key issues:

- Material content
- Knowing your audience
- Your objectives
- Confidence building
- Conquering nerves
- The right environment
- Presentation skills
- Death by PowerPoint and how to avoid it
- Presenting to people with a disability
- Body language
- Effective delivery
- Visual aids
- Dos and Don'ts of making a speech/presentation

The training programme includes a short speech or presentation by the participant, which will be recorded on camera and then critiqued. Tuition will then be given on how the content and/or performance can be improved. The process is then repeated as considered necessary.

The training is carried out at our headquarters in Sandyford, Dublin but we can bring training sessions to you if that is more convenient.

## Our clients

As you may expect the names of our clients remain confidential but we can supply references on request. Those who have benefited from our presentation training include CEOs, Marketing Managers, CFOs and other senior executives from some of Ireland's best-known companies, both clients and non-clients of Insight Consultants.

We have also trained Cabinet Ministers, senior politicians, leaders of semi-state organisations, voluntary bodies, charities, small businesses and, indeed, individuals who simply want to improve their performance and make an impression.

## The Trainers:

The presentation training team at Insight Consultants is led by Michael Keane who has 13 years experience in the public relations industry. Prior to that he spent many years in the newspaper industry and was Editor of The Sunday Press for eight years.

## Budget

Insight Consultants are conscious of the need to keep costs down and are, therefore, very competitive. Details of presentation training packages are available upon request.