

Communication – such as meetings, presentations, networking, phone calls and emails – can be ineffective and tedious. In this training day you'll learn how to be heard, be authentic and make your message understood without ever being lost for words.

Learning Objectives

By the end of the session, the delegates will be able to:

- create a great first impression
- use a unique persona, showing their motivation and values
- adopt the best mindset for success
- use the surroundings to their advantage
- express themselves confidently using body language
- improvise for spontaneity and humour



Formats

Groups

£2,520 for 6 people, 9:30am – 5:00pm

Required: PC/laptop and projector/monitor, whiteboard/flipchart with pens
Each attendee should bring their preferred note-taking medium.

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£240 per 2-hour session. Content and schedule are tailored to each client.
Required: PC/laptop and projector/monitor, whiteboard/flipchart with pens
The client should bring their preferred note-taking medium.

Group Schedule

Morning

1. Introduction: format and objectives for the day.
2. Finding your speaking persona.
3. Showing your motivation and values.
4. Everyone writes their own 30-second introduction.
5. Everyone delivers their introduction.

Afternoon

1. The best mindset for success.
2. Creating a great first impression including use of body language.
3. Using the surroundings to your advantage.
4. Improvising for spontaneity and humour.
5. Conclusion – key points learnt from the day are discussed and reinforced.