



## Presentation Skills Training (Groups)



## WHO IS THE TRAINING FOR?

This training is for anyone who wants to improve their presentation technique and become a skilled and confident communicator, whatever their current level of expertise and experience. It's for people who want to acquire the tools to be able to perform to their best ability in a variety of situations including client presentations, internal meetings and new business pitches.

Each session is bespoke and so focuses on the individual strengths/weaknesses and objectives of the participants.

## TRAINING AIMS AND OUTCOMES

Attendees are given an in-depth understanding of the fundamentals of effective communication. Equal emphasis is given to content and performance so that by the end of the course they know:

- How to achieve greater confidence (we dispel the myths surrounding this much used word)
- How to prepare content/plan key messages which are relevant to the audience
- How to structure content to make it engaging and memorable
- How to choreograph a piece of communication to maintain audience interest
- How to make technical content accessible and clear
- How to maximise the available preparation time
- Individual performance strengths/weaknesses; how to maximise/minimise them while maintaining an 'authentic' rather than 'trained' style
- How to use visuals and handouts (eg PowerPoint) to their maximum effect and avoid the most common mistakes
- How to use presenting to develop a 'personal brand' and to underpin the brand of their company
- How to combat nerves in order to be able to perform well under pressure
- How to assess and critique their own performance for ongoing self development
- How to 'shine' as brightly as they can.

Overall, attendees leave the training room with increased confidence in their ability to give a presentation and with an understanding of how to maximise their potential. They will have acquired a framework for preparing a presentation and the practical tools to achieve their desired objectives at each future event.

## TRAINING CONTENT AND FORMAT

The course content is tailored to the specific needs/objectives/experience of the individuals and takes the form of hands-on, interactive workshops. The sessions are built around realistic exercises and practical advice based on Jayne Constantinis's day-to-day work as a presenter/speaker/voice over artist.

In a supportive and collaborative atmosphere, attendees are given a step by step guide to presenting best practice, to enable them to prepare, rehearse, perform to maximum effect. Attendees will make tangible progress during the session.



## ON-GOING SUPPORT

Jayne provides a unique 6-month programme of post-training support to all attendees, to encourage their on-going engagement and commitment. This involves email communication to check on progress; support for subsequent presenting/speaking opportunities; sharing examples (articles, clips) of good/bad practice. Attendees are thus able to consolidate and develop what was learned in the training room.

## COURSE PRACTICALITIES

Courses can be held at your premises; at The Clubhouse (Grafton Street, London W1) or at Jayne's facilities in SW11.

Up to 5 people - 5 hours

Larger groups - length to be agreed with client

Pre-course assignment: in advance of the session, attendees are required to prepare a 5 minute presentation on a work-related topic, with supporting PowerPoint slides if desired. They are also asked to supply the trainer with details of their previous speaking experience; future speaking opportunities; perceived strengths and weaknesses; their personal 'brand' and their desired outcomes. This is then used to tailor the training to their individual needs.

## COURSE TRAINER

The course trainer is Jayne Constantinis ([www.jayneconstantinis.com](http://www.jayneconstantinis.com)) - a highly experienced speaker/presenter/voice over who has been delivering training courses to professionals for more than 20 years. Jayne's range of experience includes: live announcing on BBC Television; business reporting on BBC World; fronting corporate programmes for blue-chip companies; facilitating large, complex live events. She started her working life in corporate communications and branding (Wolff Olins). She learned journalism at the LCP, has an acting diploma from the Royal Academy of Music and a Modern Languages degree from Cambridge.

Jayne works across all sectors, with corporates of all sizes. However, she has amassed particular experience in: professional and financial services, technology, publishing, sport, property, media/PR/advertising agencies.

*"Jayne has achieved great results working with my (very) corporate client with extremely positive feedback from every session she has run over the last few years. The client specifically requests Jayne over other trainers because she engenders confidence and generates amazing results."*

**Amber, Twofour media group**

*"It was a real pleasure to work with you and I learned an enormous amount from your wealth of expertise."*

**Dominic, Risk Analyst, multinational security**

*"I found Jayne to be not only empathetic, kind and funny but also incredibly engaging and professional - a true expert in her field. Overall, she is a delight to work with."*

**Denisse, Consultant, financial services**