



Public speaking/presentation skills for solicitors - 4 CPD hours



WHO IS THE COURSE FOR?

This course is designed specifically for solicitors who want to improve their presentation/public speaking technique. They may have a new role encompassing practice development initiatives; they may have greater client-facing responsibilities or they may simply recognise the need to develop more expertise in public speaking/presentations to help them secure and retain clients and build their profile and confidence within their firm.

COURSE AIMS AND INTENDED LEARNING OUTCOMES

During the course, attendees are given an in-depth understanding of the principles of effective public speaking/presenting in a variety of different contexts (face to face in small groups - internal or external, webinars, panel discussions, conferences, telephone presentations, beauty parades). Equal emphasis is given to content and performance so that by the end of the course they know:

- How to prepare content which is relevant to the audience and to the medium in which it is being delivered
- How to structure content to make it engaging and memorable
- A variety of strategies and techniques (tailored for each individual) for becoming an impressive, credible speaker
- The common pitfalls of public speaking and how to avoid them
- Their own performance strengths and weaknesses and how to maximise/minimise them while ensuring a 'natural' rather than 'trained' style
- How to use visuals and handouts (eg PowerPoint) to their maximum potential and avoid the most common mistakes
- How to use public speaking/presenting to develop a 'personal brand' and to underpin the brand of their firm
- 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.

Overall, delegates will leave the course with increased confidence in their ability to undertake a public speaking/presentation role and with an understanding of how to maximise their potential. They will have acquired a framework/structure for preparing for a speaking engagement and the practical tools to achieve their desired objectives at each future speaking event.

COURSE TRAINER

The course trainer is Jayne Constantinis (www.jayneconstantinis.com) - a highly experienced speaker/presenter 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 (Lloyds TSB, Dept of Health).

She learned journalism at the LCP, has an acting diploma from the Royal Academy of Music and a Modern Languages degree from Cambridge. She started her working life in corporate communications for Valin Pollen and Wolff Olins.



COURSE CONTENT AND FORMAT

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

In a supportive and collaborative atmosphere, delegates are given a step by step guide to presenting/public speaking best practice, to enable them to prepare, rehearse, perform to maximum effect. Excellence in presenting/public speaking is shown to be based on thorough technique and a logical process.

Delegates 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

The course lasts 4-5 hours and can be held either at the firm's offices or at The Clubhouse (Grafton Street, London W1). A maximum of 5 people can attend. Sessions are generally 'closed' to one firm to ensure confidentiality and attendee compatibility (of skills and experience).

"I am not a fan of public speaking - but Jayne put me at ease in moments. Her speaking tips are spot-on and she manages to highlight areas for improvement in an exceptionally thoughtful and encouraging way. I was amazed at the progress I made within an incredibly short period of time."

Partner, Bingham McCutchen (London) LLP