

# Public one-day training days in Voice & Presentation Skills



## Introduction

Telling People is an introduction- (and intermediate-) level course in making presentations. It's very thorough and intensive, but you'll find courses are light-hearted and aimed at people who have never delivered presentations before, or who have some experience but who want to formalise what they know before moving on to advanced training.

The courses are comprehensive, concentrating on giving you the basics of what you need to make good presentations: the idea is to give you the techniques and for you to further develop them - and apply them to your own circumstances.

In order to make sure we can make sure that bad habits are not developing (for example while working on 'voice') the number of attendees on each course is very strictly limited. Our style is informal but we work hard.

## Content & Style

About half the day is given over to the things included on typical presentation skills days:

- structuring your presentation;
- designing slides;
- working with room layout;
- increasing information retention by the audience.

The other half of the day is dedicated to things which make our courses special:

- using your voice appropriately;
- dealing with nerves;
- posture and body language;
- handling audience learning and communication preferences.

Note, though, that because the best way to learn these things is 'little and often' we don't simply split the day down the middle!

## Administrative Details

This course is being held in Gateshead and we email details out nearer the date for people who've signed up. Note that there is a deposit required before you can be considered as signed-up.

Clients who are not 'normally fit' should talk to us in advance as there are some access/physical exercises which need to be designed appropriately. **You should wear loose, comfortable clothing, no 'big jewellery' and you should bring something to tie back long hair if you have it.**

We meet at 9:15 for refreshments and finish around 4:30. We generally hang around at the end of the formal course to answer individual questions.

You'll receive

- intense, small-group tuition;
- all materials;
- refreshments during the day;
- meal at lunchtime;
- discounted copy of "Little Big Voice" (published by Piquant, 2000);
- short PDF book "Presenting Made Simple." (currently selling at £8:25);
- free follow-up by Email for six weeks.

We're so confident about these courses we offer a simple promise: **if you don't think your time with us has been worthwhile, just say so and we'll not charge you.**

## Further details

If you've got any questions at all, please get in touch: you can either

- drop us a line at [simon@curved-vision.co.uk](mailto:simon@curved-vision.co.uk);
- call us on 0191 2669451;
- write to us at 16 East Avenue, Newcastle, NE12 9PH

## Publicity

We'll be taking pictures (and possibly video) on the day. While we won't be concentrating on you so much as on the trainers/presenters, you'll inevitably be photographed. We'll be using these pictures in future publicity and you should only come on the course if you're happy about this.