

Course Title	<i>Elevate Your Training Mastery</i>
Overview	This course is specifically designed to give less confident and more inexperienced delegates, a thorough grounding in the basics of presentation development and delivery. It considers how mindset may affect one's ability to perform and how shifting focus from presenter to audience can reduce unnecessary anxiety. The aim is to support participants to move forward with courage, to experiment and grow their skills, with the support of a solid framework for presentation development and delivery.
Audience	Suitable for those looking for an introduction to presentation development and delivery, and those who lack confidence, or experience anxiety about presentations. Not suitable for creative industries or experienced and confident presenters, or those seeking heavily skills based rather content.
Capacity	Approximately 12
Duration	Full day session
Mode of delivery	Face to face
Learning Outcomes	Delegates will be able to: <ul style="list-style-type: none"> • Explore their personal concerns about presentation development and delivery, including existing mindset • Identify the essential elements which should be considered when developing a presentation including the content, structure and appearance of the presentation • Establish a range of actions which can be undertaken to cultivate a continuous improvement approach to presenting, to build confidence on an ongoing basis • Create an action plan to transfer learning to the workplace to achieve personal objectives
Additional Information	The course provides ample opportunities for delegates to discuss content in pairs, small groups and as a whole group, but is not heavily skills based. It provides an element of challenge, while avoiding undue discomfort, by taking a gentle approach. Content can be adapted to specific audience needs.
Category	Business Skills