

# Presentation Skills



This 1-day workshop is relevant to those who have to make presentations/speeches. It will suit those who have no experience of presenting/speaking as well as those who do have some experience and wish to improve their skills.

The aim of the day will be to:

- build confidence levels in presenting
- understand and use physical skills in presenting
- be able to plan and organise a presentation
- understand how to effectively use visual aids (including PowerPoint)
- learn how to engage and control the audience



At the end of the workshop learners will be able to:

- use techniques to build confidence in presenting
- understand the components of a good presentation
- plan and organise a presentation
- utilise skills to engage and control the audience



Speaker: Mark Harbour, Company Trainer, Wyeth Pharmaceuticals

**Monday 9<sup>th</sup> November**  
**10.00am - 4.00pm**

**Cost: £40.00** (including lunch & refreshments)



Venue: St Nicholas Hospice Care, Bury St Edmunds, IP33 2QY

Payment by credit/debit card (by phoning 01284 715591) or by cheque (made payable to St Nicholas Hospice Care). Envelope to be marked Education Department and sent to the above address.

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To book your place email [rachel.brown@stnh.org.uk](mailto:rachel.brown@stnh.org.uk)  
giving your full name, job title & employer name,  
address & phone number