

Objectives

This course will enable you to present results and proposals more powerfully and effectively to international audiences. You will:

- develop the language and skills to engage the audience,
- develop confidence in giving presentations in English,
- bring the audience to believe, remember, and most importantly, act on what you say.

Target

This course is for managers and executives who have significant international contact with customers, staff, international colleagues, or financial backers in English. A minimum level of upper intermediate is recommended.

Core Content

The course program covers: identifying and emphasizing the key messages, keeping the attention of the audience, delivering the presentation effectively and concisely, handling questions, using visuals, and structuring the presentation around the audience. The key skills you will learn are:

- how to build credibility with audience.
- understand the expectations of the audience in terms of persuasion, style and structure.
- how to handle audience questions and constructively assess the presentation in order to enhance future deliveries.
- the different norms of body language.
- the different feedback styles and language.
- the expectations in terms of international cultural norms in presentations.

The course can be structured over 1.5 to 3 days and the course program and structure can be customised to your requirements.

Approach

These skills are developed using simulations and role-plays, and are video recorded to provide feedback. Our training is personal and active: you can follow the course individually with the trainer or in a group (maximum of 10). The training process covers different aspects of presenting and includes making full, work-related presentations recorded on video.

The content can be customised to your sector and professional role, using your real business documents and presentations - you are encouraged to bring and use real presentations that you have given or will give.

Example Programme

(Standard course content and programme example without client-specific modifications – 2.5 days)

Day 1	Introduction to presentations in English (including observation and feedback)	0.5 hr
	Presentation preparation and personal preparation	1 hr
	Content and structure – essential basics	0.5 hr
	Opening, informing and briefing (including role-plays)	2 hrs
	<i>(break for lunch)</i>	
	Presentation content – breaking down the message	1 hr
	Presentation content – language, audience engagement	3 hrs
Day 2	Mid-stage simulation, followed by participant examples (recorded)	3 hrs
	Closing a presentation	1 hr
	<i>(break for lunch)</i>	
	Taking questions and audience management	1 hr
	Language review & video recording analysis	2.5 hrs
	Full presentation simulation	0.5 hr
Day 3	Preparation of final presentation (or editing of actual presentation)	0.5 hr
	Final presentations	2.5 hrs
	Feedback and tips	0.5 hr

Seminar Options

There are 4 course options – individual, closed group, in-house and multi-channel:

Individual intensive immersion courses - these courses consist of eight hours of training per day. Attending the course over two or three consecutive days is usually recommended, but training can be organised according to your schedule. You are able to book these at any time, subject to availability.

Closed intensive group courses - these are designed for small groups from the same company. You are able to book these at various times, subject to availability, at a range of locations.

Multi-channel learning - You are able to break down the training into its separate components which includes training, explanation sessions, reference materials and practice tasks. In addition you are able to have e-mail and telephone contact with your trainer. You work at your own pace and have regular face-to-face lessons to practise, apply and develop your English fluency.

In-house courses - We provide in-house training at your offices in Italy. A programme is agreed on in advance and our trainers will travel to you.

Contact Us

Please don't hesitate to contact us with any questions or quotation requests:

Tel. +39 02 430019075

E-mail info@tjtaylor.net

Website www.tjtaylor.eu



Viale Bianca Maria, 24 - Milano
P.IVA 04492470960 - REA MI 1747716

207 Regent Street, London, W1B 3HH
Company Reg. 05072562