



## EXECUTIVE PROGRAMME

# Presentation Skills in English – for Non-Native English Speakers

Ref: 724/19

£700

Max. no.: 6

Date: 17<sup>th</sup> – 18<sup>th</sup> May 2019

### Programme Aim

This intensive, interactive 2 day workshop aims to help non-native speakers of English to deliver a more effective, more professional presentation, make a greater impact, build rapport and better influence an English speaking audience.

### Programme Objectives

To help improve delegates develop their presentation skills, strengthen their Key Messages, and deliver these in a more effective and influential way to an English speaking audience. Working step by step through a presentation (please see 'Pre-course Preparation', below) delegates will deliver their enhanced presentation on Day 2. Delegates will be provided with tips, techniques, individual coaching and constructive feedback throughout.

### Pre-Course Preparation

For practice purposes, you will be expected to bring along

- i) a 5 minute introductory presentation
- ii) a 10 minute, work-related presentation or a subject that you have to/will have to speak on, which you have designed. You will work on this presentation during the course. (*As this is a learning environment, we would ask that presentations are not longer than 10 minutes.*)



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[www.ucl.ac.uk/pals/study/cpd](http://www.ucl.ac.uk/pals/study/cpd)

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## Programme Outline

### DAY 1

9.30am REGISTRATION

- 9.45am
- ◆ Welcome
  - ◆ Personal objectives and learning requirements
  - ◆ Introductory presentations
  - ◆ Feedback and development

11.00am *BREAK*

- 11.15am
- ◆ Preparation – the key to a successful presentation
  - ◆ Shaping your presentation for greater impact
  - ◆ More powerful content
  - ◆ Developing Key Messages
  - ◆ Handling questions

12.30pm *LUNCH*

- 1.30pm
- ◆ Effective language and influencing
  - ◆ The subtleties of English words
  - ◆ When pronunciation matters

3.00pm *BREAK*

- 3.15pm
- ◆ Choosing visual aids
  - ◆ Better use of aide memoires

4.00pm *DAY 1 ENDS*

## DAY 2

- 9.30am
- ♦ Vocal delivery or “The 5 Ps of Vocal Impact”
    - Pitch
    - Pace
    - Pause
    - Power
    - Points - the importance and influence of intonation
  - ♦ Physical delivery
    - Confident body language
    - Audience engagement
    - Using your platform for greatest effect
- 11.00am *BREAK*
- 11.15am
- ♦ Final presentations
  - ♦ Feedback and Development
- 12.30pm *LUNCH*
- 1.30pm
- ♦ Final presentations
  - ♦ Feedback and Development
- 2.45pm *BREAK*
- 3.00pm
- ♦ Final presentations
  - ♦ Feedback and Development
- 4.15pm
- ♦ Closing thoughts and questions
- 4.30pm *COURSE ENDS*

***At the end of the course participants will receive a Certificate of Attendance.***

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### Course Tutor

**Josette Lesser** has been a media, presentation, and leadership communication skills coach and lecturer for over 16 years. In 2007, she formed her own training company, The Communication Experts: [www.thecommunicationexperts.com](http://www.thecommunicationexperts.com)

Josette works both nationally and internationally, with clients from both the public and private sectors. She is also a successful print and broadcast journalist, and an accredited PR practitioner.

She is a Member of the Chartered Institute of Journalists, a Member of the Chartered Institute of Public Relations, and a Member of the Association of Business Psychologists. Josette is a qualified Teacher of English as a Foreign Language (TEFL), and a regular tutor on the department’s Summer Course in English Phonetics (SCEP). Josette is co-author of the book “How to give the Ultimate Sales Presentation: The essential guide to selling your products, services, and skills” which she wrote with sales expert Peter Kleyn.