



## Presentation Skills Training

Improve your management skills and become a confident, eloquent, and engaging presenter.

This training is an ideal platform for everyone who wishes to practice key presentation techniques. Methods for preparing and delivering an effective presentation will be outlined. Each participant will be given the opportunity to present, under the direction of our expert trainer. You will then receive immediate, constructive feedback. Our experienced trainer focuses on your strengths, while addressing your weaknesses, and he will share critical insights which you can immediately incorporate into your future presentations.

ETC's 2-day workshop includes hands-on exercises and practical activities that will position you to command attention, engage your audience, and leave a lasting impression!

## Targets

- ✓ Practice your existing key presentation techniques
- ✓ Enlarge your skill set by adding new techniques
- ✓ Identify your strengths, address your weaknesses
- ✓ Receive immediate, constructive feedback which you can immediately incorporate into future presentations



*We are each gifted in a unique and important way.  
It is our privilege and adventure to discover our own special light.*

## Module 1

- ✓ Identify your audience
- ✓ Establish a concrete, logical & professional structure for your presentation
- ✓ Learn appropriate English vocabulary conducive to the messages you wish to communicate
- ✓ Prepare/execute a suitable "opening" - an effective strategy to attract & maintain the audience's attention
- ✓ Use available media efficiently to support your verbal communication
- ✓ Explore & identify ways to use your voice convincingly
- ✓ Discover and apply body language techniques to enhance your performance

After module 1, participants will use their new "tool kit" to create a presentation applying all the knowledge they have gained. This presentation will be recorded during module 2.

## Module 2

Day 2 uses video and playback to allow for immediate, constructive feedback while you are watching your own performance.

- ✓ Effective vocal delivery (accurate pronunciation, intonation, pausing & emphasis)
- ✓ Body language
- ✓ Use of media
- ✓ Opening
- ✓ Final performance which is recorded
- ✓ Constructive feedback and follow-up measures

## Length

This presentation skills workshop consists of two modules 6 x 60 minutes and 4 x 60 minutes respectively.

## Trainer

Sydney-born Anthony Mahon graduated from St. George Institute of Education (Sydney CAE) in 1987 with a Bachelor of Music Education and taught music at both primary and high schools before coming to Germany in 1992. He began his career as a Business English Trainer in December 1996. Since that time Mr. Mahon has taught regular Business English classes at a variety of companies in the Rhine-Neckar and Rhine-Main regions. In addition, he has prepared and facilitated many business skills workshops and seminars.

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