

# Presentation Skills

## March 10, 17, 24 2011



### Who is the course aimed at?

This interactive course has been specifically designed to equip participants with a range of skills and to provide practical solutions to common problems. If you need to “sell” a specific idea to a group, eg Committee members, or have never given a presentation before then this course is for you.

### What is the aim of the course?

The primary aim of the course is to enable participants to give effective presentations and to improve their technique..

Open College Network Level Two accreditation is available.

### By the end of the course you will have covered topics including:

- What makes a good presentation?
- Planning a presentation
- Giving a presentation
- Nervousness and how to handle this

### Previous participants said...

- *“I have learned so much on this course and feel so much more confident.”*
- *“I learned good skills to cope with my nerves. Very open and honest trainer”*
- *“Good pace, maintained interest and relevance; enjoyable learning”*

### Date and location

Duration: 3 days

Dates: 10th, 17th and 24th March

Time: 10am - 4pm

Location: Norwich

Courses are fully funded for participants based in Norfolk, within the social enterprise, voluntary and community sectors. For participants outside Norfolk the course fee is £195 + VAT including lunch and refreshments.

If you are interested and would like to book a place on the course or you require further details, please email [services@the-guild.co.uk](mailto:services@the-guild.co.uk) or call 01603 615200.