

*To discover new
seas you have to
lose sight of
familiar shores...*



A HIGHLY
INTERACTIVE ONE
DAY SEMINAR

Our national training venues:

LONDON
LIVERPOOL
MANCHESTER
NEWCASTLE

“ ...I now feel even more
confident in the boardroom
and in front of key clients ”



WWW.EMGUK.NET

P R E S E N T A T I O N S K I L L S F O R S U C C E S S

In order to perform at your best, to impress clients, build your business and career – becoming an effective presenter is an absolute must.

Particularly in the current climate where communication is even more important and engaging people and clients will give you the competitive edge.

This is an essential one day course for all professionals who wish to communicate their ideas effectively and create an engaging presentation that gets the desired results in business.

The theory and planning behind effective presenting will be covered and delegates will have the opportunity to put this new knowledge into practice with feedback. The end results should be clear, effective, engaging presentations that deliver the desired message and result.

6 CPD HOURS

Accredited by
Solicitors Regulation Authority

PROGRAMME

Full day: 9.00am - 5.00pm

Registration and coffee

- Introduction, aims and objectives
- What are the key reasons for your presentations?
- What makes a good presentation?
- Preparation - Failing to plan is planning to fail
- How best to structure your thought processes and aims

Coffee break

- Knowing your target audience
- Clarity, substance and content for maximum effect
- Enthusiasm, passion and style

Lunch

- Amazing slides and physicalisation
- Pacing and timing
- Authenticity
- Putting theory into practice

Tea break

- Creating presentations
- Delivery
- Feedback

Close of seminar

BECOMING AN EFFECTIVE PRESENTER WILL ENHANCE BUSINESS AND PERSONAL OBJECTIVES

What is the key message you are trying to get across? How do you structure the presentation? How do you engage the audience? How do you ensure you get results from your presentation? These questions and more will be answered in this one day seminar.

On completion of the seminar, delegates will be in a better position to:

- Learn new techniques to deliver an engaging and clear presentation;
- Learn about effective presentation planning, structure and content;
- Use techniques to build public speaking confidence and overall performance;
- Turn theory into practice by using the new techniques to deliver presentations and receive structured feedback;
- To engage, inspire and work the audience to obtain a clear outcome and message;
- Leave the day with new enhanced presentation toolkit/skills that creates results.

Our Strategy

Our strategy is based on personalised learning, where we aim to develop the competence and confidence of every delegate by actively engaging them in the seminars. Using case studies and practical examples, the delegates will be provided with a thorough grounding in this field and will gain the confidence needed to deliver accurate, effective advice.

SEMINAR PRESENTER - Amanda Steadman

A graduate of Business & French and German and after extensive international travel, Amanda embarked on a career in sales. After numerous years in recruitment she moved into consultancy and developing people globally within franchising and headhunting. Over the next few years she trained hundreds of consultants and owners in how to be successful. Her remit spanned: how to hire, train and retain staff; negotiate, lead, coach and present. Her emphasis was on how to create wealth through business and systems; whilst keeping the motivation and focus of the team. This also included consultancy, training and speaking engagements internationally in USA & Europe and in other languages in France, Germany, Czech Republic, Cyprus and Spain. After helping so many others develop successful businesses; it was time for her to do something different and even more challenging. She began coaching and running courses alongside her full time job, then began a joint venture consultancy in Resourcing and Training. She also built up an admirable property portfolio, inspired others to create wealth and take action to change their lives for the better. She is passionate about people development and ensuring that the key messages are developed in a creative, fun, way that gets results.



IN - HOUSE LEARNING & DEVELOPMENT SOLUTIONS

Tailor-made training for your company

If you have a group of three or more delegates you could benefit from our flexible, in-house training programmes. Call us for a free quotation.

Membership scheme

You and your firm could be saving £000s on your CPD training. Find out how to join our membership scheme and receive immediate benefits.

For more information please call our Customer Services **+44(0)208 822 3321**, e-mail us at **info@emguk.net** or visit us online at **www.emguk.net/membership**.

Who should attend?

This seminar will be of benefit to all professionals wishing to communicate their ideas effectively and create and engaging presentation that gets the desired results in businesses.

Our commitment to you

In order to ensure maximum interaction with delegates, numbers will always be kept to 15 delegates or less per seminar.

Delegates will receive a comprehensive pack, including presenters' slides.

Continuing Professional Development

EMG Associates is approved as an external course provider by the Solicitors Regulation Authority (SRA) SRA reference No. **DKU/EMGA**.

Attending this seminar qualifies you for 6 CPD hours.

Certificates of attendance will be given to all delegates, so that they may claim appropriate credits in respect of other continuing professional development requirements.

PRESENTATION SKILLS FOR SUCCESS

Our national training venues:

London: 7th Floor, 3 Shortlands, Hammersmith. W6 8DA
Liverpool: Il Palazzo, 7 Water Street. L2 0RD
Manchester: St James court, Brown Street. M2 2JF
Newcastle: The Collingwood Building, Collingwood Street. NE1 1JF
http://www.emguk.net/ap_traininglocations.asp

EMG Associates member price: £360 + VAT
Non-member price: £450 + VAT

Four easy ways to book

Telephone us on +44(0)208 822 3321
Fax this form to +44(0)208 822 3357
E-mail us at bookings@emguk.net
Post this form to Customer Services:
EMG Associates (UK) Ltd, 7th Floor, 3 Shortlands,
Hammersmith, London W6 8DA

Invoice/Payment details

NB. Payment must be in Pounds Sterling

- I am enclosing my cheque for £.....
payable to EMG Associates (UK) Limited
- I am paying by Bank Transfer (Bacs)
- Bank name: NatWest**
Sort code: 60-50-06
Account no: 37664018
- Purchase order:

The fee includes refreshments, administration and full documentation. For further enquiries relating to this programme, its content, the venue, or if you have any special requirements, please do not hesitate to call Customer Services on +44(0)208 822 3321.

Terms and Conditions

1. Confirmation of your booking will be sent by e-mail or post within 3 days of receipt of your booking. A VAT invoice and joining instructions will be sent to you acknowledging your booking. Please contact us if you do not receive this within seven days of booking. Seminar documentation is distributed at the time of the seminar. 2. Upon receipt of your booking, your place(s) will be confirmed. Any cancellation must be received in writing. The following charges apply in the event of cancellations: Up to 15 days before the event – 10% + VAT; Less than 15 days before the event – 100% +VAT. A substitute delegate can be named at any time before the seminar begins without any charge. 3. This booking form constitutes a legally binding contract. The delegate and the employer are jointly and severally liable for payment of all fees due to EMG Associates (UK) Limited. To the extent permitted by law, neither EMG Associates (UK) Limited nor its presenters will be liable by reason of breach of contract, negligence or otherwise for any loss or consequential loss occasioned to any person acting, omitting to act or refraining from acting in reliance upon the seminar, material or presentation of the seminar. 4. Continuing Professional Development hours or points may be claimed from the following professional bodies: The Solicitors Regulation Authority and the Bar Standards Board. 5. EMG Associates (UK) Limited may periodically contact you with details of seminars that may be of interest to you. Please write to the Customer Services Team if you do not wish to be included in this activity. 6. It may be necessary for reasons beyond the control of EMG Associates (UK) Limited to change the content and timing of the seminar, the presenter, the date or the venue. In the unlikely event of the seminar being cancelled, EMG Associates (UK) Limited will automatically make a full refund but disclaim any further liability. 7. EMG Associates (UK) Limited reserves the right to change the timing of the seminar, the presenter and the date and venue due to reasons beyond their control. EMG Associates accept no liability if, for whatever reason, the seminar does not take place.

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Delegate details (Please complete in BLOCK CAPITALS)

Full name: _____

Job title: _____

E-mail: _____
(To enable us to confirm your booking as efficiently as possible, please supply your e-mail address.)

Telephone: _____

Special requirements: _____

Invoice details

Name/Company: _____

Address: _____

No. of employees 1-5 6-10 11-25
in your organisation: 26-50 51-99 100+

Booking details

Please see the website for available dates and locations:
http://www.emguk.net/bp_cpddirectory.asp

Course date: _____

Course location: _____

(For more than one delegate please photocopy this form.)