

INSPIRE!
Presentations Skills
Development

PRESENTATION SKILLS

Reference Guide To Training Options:



“ Communicating with impact is essential for maximising your influence in meetings and making successful presentations. It is one of the biggest challenges you can face at work. Mentor INSPIRE training programmes are guaranteed to develop your communication skills and confidence. ”

Tina Coulsting, Lead Consultant

This is a general guide. If you can't see what you need here, get in touch.

Revised January 08

ABOUT INSPIRE!

The central ethos of Mentor's approach to presentation is that presenters can - and should - set out to **inspire**. Our **Inspire!** training and consultancy programmes are designed to develop and polish your communication and presentation skills so that you know how to engage people with maximum impact.

This document contains details of some of the courses we offer to enhance positive and effective communication for all scenarios – presentations or meetings, talking with colleagues, directors or clients.

Our tutors can also design events specifically to suit you and your organisation.

WHO IS IT FOR

Everyone can improve their presentation/communication skills in some way, whatever their current level.

You should consider some coaching if you ever have to make presentations, informally or formally, to colleagues within your organisation, or to others outside your organisation – or if any of the following describes you:

- I am not sure how I come across when making presentations or at meetings.
- I am unsure about how to decide what to include in my presentations.
- I want to gain more confidence in front of an audience and in meetings.
- I want to become the sort of presenter people really want to listen to.
- I want to build on my current strengths and identify areas for improvement.
- I want to feel more comfortable about representing myself and my organisation in a positive light.

OUTCOMES

- Improved verbal communication skills and personal presentation.
- Heightened performance skills and therefore more impact.
- Further confidence in your ability to represent yourself and your organisation.
- Development of coherent corporate/sales/personal messages and the ability to get messages across with clarity.
- An effective formula for structuring your presentation.
- An effective approach to establishing rapport with people.
- A guide towards the most positive and beneficial use of visual aids, including *PowerPoint* if appropriate.
- Strategies for handling difficult, aggressive or unwanted questions.

THE PROGRAMMES

All of the following programme options are tailored to the needs of participants but broadly include the following content:

- Defining what you want to achieve
- Identifying and satisfying your audience
- Your message and how to deliver it
- The MAGIC FORMULA for structuring your presentations
- Body language, non-verbal communication and Impact
- Positive language
- Being more assertive
- Dealing with “nerves” and focusing energy
- Visual aids: PowerPoint – help or hindrance?
- Dealing with questions

Other information

- Participants usually have to prepare a short presentation or provide a scenario in advance
- Video is used to help participants to see areas of style or delivery they would benefit from developing
- Books of reference notes are usually given at the end of sessions
- Courses can be held in your premises or ours

TUTORS

TINA COULSTING is a director at Mentor Consultancy and a renowned specialist in presentation and communication skills. Formerly a university teacher she has developed an approach, which builds confidence and enables speedy development of transferable communication and influencing skills. Applying her expertise to management development programmes, Tina has, since 1999, worked with many corporate, PR (including CIPR), and public sector clients on pitch presentations, conference rehearsals and personal development for leadership.

Some of her recent clients include: Lloyds TSB, ProLogis, and Stride Treglown,

All costs given here are on speedy payment terms. VAT and expenses are added to invoice. Please see our terms and conditions.

Mentor will design a Presentation/Communication training event especially for you and send you a full proposal and cost. However, we also recognise that you may need some guidance in choosing the right event. Here are some of our most popular events.

Personal Presentations Skills



“This course will provide reasonably experienced presenters with the skills they need to become very good or excellent presenters.

The tutoring focuses upon the individual and provides a tailored training programme to suit individual needs.” Tina Coulsting, Course Tutor

Course Capacity: 4 to 5 participants

Course Duration: 1 day

Improved presentation skills for good and competent presenters

Cost

For up to 5 participants: £1,695.00

Advanced presentation skills



“ Even the most competent and confident of presenters find there is seldom any opportunity to receive constructive feedback on the effectiveness of their style and content.

This programme offers that feedback to help you to have more impact in presentations.” Tina Coulsting, Course Tutor

Course Capacity: 4 participants (or 6 with two tutors)

Course Duration: 1 day

An event for experienced speakers who want to really inspire.

Cost

With one tutor: £ 1,695.00*

For a more intensive session with added message development and two senior consultants £2,400.00

Presentation Coaching for Professionals



“This is a programme that recognises the needs of professionals and aims to develop impact and influence. It is delivered in a half-day spread with the option of follow ups.” Tina Coulsting, Course Tutor

Course Capacity: 4 participants
Course Duration: Half-day

Develop more impact and influence quickly without being out of the office for too long.

Cost for 4 participants:

£ 1,600.00

Presenting to win (Team presentations)



“Increasingly, service companies and professionals are asked to take part in a ‘beauty parade’ – the pitch presentation – before being awarded a contract.

This event will provide you with the opportunity to practice and refine your team presentations, as well as show you techniques for enhancing your presentation technique. Or you can use the day to rehearse and develop your pitch.” Tina Coulsting, Course Tutor

Course Capacity: 4 to 8 participants

Course Duration: 1 day

Stand out from your competitor and win that pitch?

This course focuses not only on individual standards of presentation skills, but also on how to ‘manage’ the team presentation. We will help you play your strengths. The coaching environment also provides a safe place in which to test out effective ‘selling’ messages.

The day offers an opportunity to try out team presentations, whether for a real or imagined pitch.

Cost

With one tutor: £1,695.00

With two tutors: £2,400.00 (for larger groups)

Communicating with impact

This one day programme is designed to help participants have a positive influence at work through positive and assertive communication. It is for 3 - 4 people.

The aim is to develop communications skills by exploring challenging scenarios at work and to find effective ways to deal with them. This may include formal and informal presentations internally or externally; or conducting meetings with clients, managers, or colleagues.

The precise programme and its content focus will depend on organisational and individual needs. We can design it to suit you.

Course Capacity: 3-4 participants

Course Duration: 1 day (We also run a 2 day version for leaders)

Outcomes

- Improves overall communication clarity
- Enhances ability to negotiate and motivate
- Gives you more confidence in potential conflict situations
- Develop impactful personal presentation skills and techniques
- Brings about more social and self-awareness
- Shows you how to establish rapport with others through language

Programme and Preparation

During the programme you will take part in role play exercises based on scenarios discussed with you in advance or gained through a pre event questionnaire or survey. The event will be designed especially for you but content likely to include:

- Discussion of issues and what you want to achieve
- Impression management - the importance of non-verbal communication
- Recognising your own expertise/leadership
- Empathy: what it means and how to make it work for you
- Positive language and how to use it
- Being clear and direct (assertiveness)

All exercises are recorded on video to enhance review.

Delegates will receive robust but supportive feedback and practical advice on how to develop their skills. Colleagues are invited to contribute positively to feedback. There will also be a book of guidance notes to take away.

Consultant: Tina Coulsting

Price: £1,600 + VAT

“An immensely powerful programme,” manager at ProLogis

Presentation Skills Open Course

Open Course held at Mentor approximately every month.



“This is a great way for individuals to get access to excellent training. The programme gets you to look at what your development priorities are – content, style, voice, or delivery, for example. It also works towards a psychological approach that will make you feel more comfortable about making presentations and give you more impact.”

Tina Coulsting, Course Tutor

Course Type: Open

Course Capacity: 4 participants

Course Duration: 1 day

You can practice work-related presentations in a safe environment and receive honest and supportive feedback.

Course Outline

You will be part of a small group of no more than four, so there is ample opportunity to ask questions relating to your own concerns. You need to prepare a five-minute presentation before the course, which will be delivered, videoed for feedback and developed during the day. You receive an audio CD prior to the event that can help you with your preparation.

Video is also used to enhance constructive and supportive feedback on the effectiveness of the style and content of your presentations. You get the tape to take away, along with a set of Guidance Notes and a signed Certificate of completion.

Cost

£ 325.00 per person

One-to-One and Rehearsal sessions



"These programmes are run by our most experienced tutors and are responsive to individual needs and individual circumstances."
Tina Coulsting, Course Tutor

One to one coaching is ideal if you have an important presentation coming up. The coach will go through the whole presentation with you and will use video in order to review style, delivery, use of language and messages. You get instant feedback aimed at developing the presentation so that it will have the best impact on your audience

Sessions vary between 2 and 6 hours and typically cost £750 for a half day.

Testimonials

Excellent. A very positive and worthwhile experience. I have taken a lot of confidence from the day and look forward to putting it into practice . A very good idea providing the DVD for future reference.
Linda Donaldson, MD Geometry PR

Excellent tutoring. Friendly and relaxed and lots of invaluable advice and guidance from Tina. It was most useful being recorded on video and the back up materials will be very useful.
Hayley Champion, Marketing, Yeo Valley Organic

The Presentation Training acted as a real confidence boost for client meetings. I feel more positive about future presentations. The tutor was excellent – good at telling where your good points were. She also told us where we need to improve, but made in a positive way.
Tom Lamshead, Stride Treglown Architects

Excellent session – one of the best I've attended. It was most useful learning skills that instantly bolster your confidence and make an immediate difference.
Jeannette Heard, Lawson Clarke

Well structured day and really useful going beyond the traditional presentation training. Looking at how to use these techniques in everyday meetings and general working life. The day certainly inspired me.
Melanie Beeby, Account Manager, BCLO PR

Relating to the audience was the most useful advice. Very good and very different from other Presentation courses. Entertaining and thought provoking.
Richard Philipson and Dave Watkins, Stride Treglown Architects

Really enjoyed the Experience. Great tutoring and it was most useful learning how to make the best of the start of my presentation.
Paul Weston, First Vice President, Development, ProLogis

I really enjoyed this course and feel that I have learnt a lot from it. The most useful part was learning how to change my perception of presenting. It gave me a fresh look at presenting skills. The tutoring was excellent – I was engaged and motivated by Tina and she gave me confidence in my presenting ability.
Karen Harper, Mediatrack plc

Excellent session – one of the best I've attended. It was most useful learning skills that instantly bolster your confidence and make an immediate difference.
Jeannette Heard, Lawson Clarke

Very good tutoring and the introduction CD was helpful in giving a suitable intro to the day. The focus on structuring and key points was most useful.
Andrew Powell, Principal Architect, Parsons Brinkerhoff

The presentation skills training provided by Mentor has ensured that I plan effectively for my sales presentations and understand the process of delivery. By understanding the ways we communicate effectively and putting my points across assertively I have been able to take my presentations to a new level.

In an increasingly competitive climate any opportunity to present to a prospective client must be maximised. The quality of my presentations could be a major differentiator between the products and services Target has to offer to those offered by the competition. Although I had been presenting for several years, the Mentor training made me think about the overall process and has improved the planning and delivery. The training provided me with the additional confidence to pursue public speaking opportunities at seminars and industry events.
Andrew Moore, Business Development Manager, Target Group Ltd

The whole day was excellent but the personal feedback was particularly helpful. Every manager should do this course and every member of their team as well!
Lizzie Noel, Director of Communications, Tribal Group

Mentor Consultancy Clients

Banking, Finance and Insurance

Bank of Ireland, Bibby Factors, Bristol & West plc, Invesco, Liason-VAT, Lloyds TSB Group, Mortgage Express, Unum Provident

Charities and Societies

Age Concern Cymru, British Red Cross, Business in the Community, Business West, Diocese of Bath & Wells, The Childrens Society, The Princes Trust, Paignton Zoo, Pituitary Foundation, Royal Zoological Society, Soil Association, Rugby Football Union

Energy and Water

British Wind Energy Association, Ecowind Plc, Innogy, National Wind Power, SWEB, Wessex Water, Western Power Distribution, Wind Prospect

Food and Drink

Allied Domecq, Danone, Northern Foods, Spirit Group, Supreme Petfoods, Unigate/St Ivel, Yeo Valley Organic

Professional Services

Academy for Chief Executives, Alder King, Atkins Walters Webster, Bevan Ashford, Bond Pearce, Burges Salmon, Burroughs Day, Clarke, Willmott, Emmerson Chase, Foot Anstey Sargent, Galileo International, KPMG, King Sturge, Legal Services Commission, Office Angels, Parsons Brinkerhoff, Stride Treglown, Target Direct Marketing, Tribal Group, Virginia Charles, Waddingtons, Weil, Gotshal and Manges

Public Sector

Accountants Joint Disciplinary Scheme, Bristol Business School, British Council, British Dietetic Association, Bristol Royal Infirmary Inquiry, Cardiff Bay Development Corporation, Exeter & District Community Health Service Trust, Gloucester Royal NHS Trust, Gloucestershire Health Authority, Institute for Animal Health, Institute of Education, Institution of Mechanical Engineers, National Blood Service, National College for School Leadership, Portsmouth Hospitals NHS Trust, Rhondda-Cynon-Taff County Borough, Royal Cornwall Hospitals Trust, Royal Mail, Royal United Hospital NHS Trust, Somerset Health Authority, South West of England Regional Development Agency, Teignbridge District Council, Torbay Borough Council, University of Bristol, University of Southampton, Waltham Forest Council, Weston Authority Health Trust, Wiltshire Health Authority, United Bristol Healthcare Trust

Retail and IT

Alldays, Bentalls, Exel Plc, Somerfield, The Mall at Cribbs Causeway, Touchwood Centre IT, Science and Technology, AltaVista, Earthport, Empolis, I-scraper.com, Packet Exchange Technology Ltd, Rivals.net, Tocris Cookson

Transport and Communication

Amey Rail, Bristol International Airport, Brymon Airways, BSM, BT Corporate Clients, BT Global Services, BT Net Services, Eurotunnel Freight, First Great Western, First Group, Jarvis Group, RAC Motoring Services

Booking

Your Details

If you are interested in booking any of the in-house courses or would like a free consultation to define your needs phone **0117 9237933**, email office@mentorltd.co.uk or fill out your details below and fax it back to us on **0117 9466888** or send to the address at the foot of the page.

Name:

Job Title:

Organisation:

Address:

City:

Postcode:

Telephone:

E Mail:

I am interested in the following:

- Intro to personal presentation Personal presentation skills Advanced presentation skills
- Open courses One-to-One Coaching Rehearsal Session

Other Specific Comments:

Thank you for your interest in Mentor Inspire.

Please return your completed form to:

Mentor Consultancy, 25 Lower Redland Road, Bristol BS6 6TB Tel: 0117 923 7933
Fax: 0117 9466888
e-mail: office@mentorltd.co.uk website: www.mentorltd.co.uk

TERMS AND CONDITIONS OF SALE:

1. Terms of payment: *If you have been offered and have opted for our special discounted **Speedy Payment terms** payment is due by the date of delivery and your invoice will be issued in advance.*

Other invoices are issued on 30 day terms and in both cases the payment due date will be clearly shown.

If payment of a Speedy Payment invoice is not received by the due date, an additional invoice for the discounted amount (usually 12.5%) will automatically be issued as a 30-day invoice.

*If payment is not received by the due date on a **30-day invoice** an additional administration and interest charge will be invoiced.*

2. Prices: *The price on this Sales Order is fixed. Prices quoted in Proposals are guaranteed for three months. Thereafter, variations in price will only be made with the full knowledge and agreement of the client. Quotations do not normally include travel or overnight expenses for Mentor personnel, and these may be added where appropriate.*

3. Cancellation by purchaser: *Once an Order has been confirmed, cancellation of training & consultancy will be subject to the following tariff:*

- 30 days or more before activity date - 25% of Quotation;
- 8-29 days before activity date - 50% of Quotation;
- Within 7 days of activity date - 100% of Quotation.

In the event of postponement, an administration fee equivalent to 20% of the Quotation may be added to the final invoice.

4. Variations of contract: *Mentor will work hard to ensure we supply the precise equipment/ facilities/Tutors/programme listed in any Proposal. In the event of enforced substitution, we will always endeavour to maintain the same or higher standard.*

Client-imposed changes in venue, programme, or numbers or names of attendees may have implications for the cost of delivery and we reserve the right to cover any additional costs incurred. Please inform us of any desired changes as early as possible.

5. Travel Time: *Travel time is free of charge up to three hours in total. Anything over three hours in total may be charged at £50.00 per hour pro rata.*

6. Expenses: *Any necessary travel, hotel accommodation, and all reasonable meals to be provided or funded by client. Mileage is charged at 55-pence per mile. Public transport charged at cost.*