

Speaking and Presenting With Impact



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Getting the most out of your training

Zoom Joining Link

Topic: Speaking and Presenting with Impact

Time: 9:30am 29th April

Join Zoom Meeting

<https://us02web.zoom.us/j/87399601487?pwd=5daXIjaR3NIgGgYyRCbX4gce3jFbU7.1>

Meeting ID: 873 9960 1487

Passcode: 952052

How to use Zoom Guide

All our courses are run exclusively via Zoom. If you are unfamiliar with Zoom and do not have it downloaded, you can find instructions on how to download and operate it via the link below.

gov-pd.co.uk/event-guide/zoom-guide

How to claim your CPD points

CPD Certificates will be processed upon completion of the course. Please note this can take up to 60 days. If you have not received your certificate within this time frame, please contact us by emailing events@gov-pd.co.uk.

Our loyalty discount

This discount entitles attendees to a 20% discount on any future conference/training course being run by GovPD in the next 12 months.

Please quote code **EVENT20** at the start of your booking.

Welcome letter

Dear Delegate,

Welcome to the Speaking and Presenting With Impact training course with Lee Jackson. By the end of this course, you will not only conquer your fear of presenting but also emerge as a confident, persuasive, and influential communicator, ready to make a lasting impression in any professional setting.

Learning Outcomes:

- Plan and prepare presentations better
- Understand the pitfalls of poorly prepared and delivered presentations
- Learn to avoid 'death-by-powerpoint'
- Produce a more professional presentation
- Deliver and speak upfront at work with greater personal confidence
- Learn to speak at a job interview with greater clarity
- Understand how to deal with anxiety better, prior to speaking
- Draw up a personal action plan of skills to be practised further

Please ensure you have the Zoom application downloaded onto your chosen device at least 48 hours prior to the event. If you have any troubles with this, please contact Reuben via email or telephone: reuben.carr@pdguk.co.uk or 0330 912 7515.

We hope you have a rewarding and enjoyable day.

Yours Truly,

GovPD

Agenda

9:30	Registration and Overview
9:50	Up Front/On-Screen Exercises
10:20	The Problem with Bad PowerPoint/Slides
10:50	Break
11:20	Preparation of Speaking Material
11:40	Delivery • The Do's and Do Nots of using the room • The Do's and Do Nots of using your voice • Minimising bad habits
12:40	Lunch
13:40	Continuation of the Speaking Delivery Advice
14:00	Anxiety • How to Speak With More Impact • How to Conquer Nerves • Practical Advice and Basic Psychology/Brain Science
14:40	Break
15:10	Delegates Interactive Training Exercise
15:30	Feedback and Future Plans For Growth
15:50	Questions and Answers Session
16:30	Trainer's Summary and Close *Programme subject to change

Presenter Biography

Lee Jackson

Lee Jackson is an award-winning professional speaker with over 25 years' experience speaking in challenging situations including prisons, secure units, corporate/public sector conferences and schools. In 2017 Lee was the national President of the Professional Speaking Association and in 2019 was awarded the Professional Speaking Award of Excellence, the highest award in the speaking industry given to only 26 people in the UK & Ireland.

**Thank you for attending.
We hope you found the day interesting and insightful.**

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