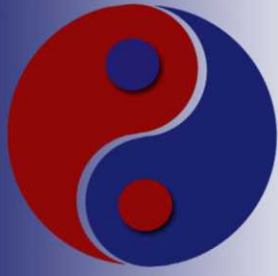


*First Creation Consulting*



# ***Professional Pitch Book Presentation Skills***

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## **Introduction**

The '*Client Presentation Skills*' workshop has been designed to be flexible in order to take into account the specific requirements of the participants' attending.

The purpose of the workshop is to further develop specific skills identified as requiring improvement through practical exercises and coaching.

The workshop also provides the opportunity to work on live client pitches in order to fine tune them to maximise the chances of success when presenting to the client.

## **Pre-course work**

Please bring with you a presentation you are about to deliver or one that you have recently delivered. These will be used for practical exercises during the workshop.

## **Workshop aim:**

To further develop participant's presentation skills in order to increase their success ratio when presenting to clients.

## **Workshop objectives:**

### **By the end of the workshop participants will be able to:**

- Identify and review best practices for effective presentations
- Structure a persuasive client presentation
- Effectively manage question and answer sessions
- Identify the skills required to effectively manage and present a sit down pitch book presentation

## **Workshop methodology:**

The course is designed to maximise participant involvement and learning. A number of proven methodologies are employed including:

- trainer led input
- group/individual based exercises
- individual presentations
- individual/group feedback and coaching

## One Day

**Start 09:00**

### **Introduction**

- Workshop and personal introductions
- Workshop methodology
- Personal learning objectives

### **What makes An Effective Presentation**

- Personality
- Content
- Structure
- Barriers to success

### **Seated Pitch Book Presentations**

- Differences to stand up formal presenting
- Maintaining control and interest
- Best practices for seated pitch book presentations

### **Practical Presentations Using CCTV**

Participants will prepare & deliver a 10-minute presentation. using a presentation they have delivered recently or are about to deliver.

### ***Feedback and coaching on personal presentations***

### **Managing Question & Answer Session**

- Attitude
- Technique

### **Practical Presentations Using CCTV**

Participants will prepare & deliver a 6-minute presentation with 3 minutes Q&A session.

### ***Feedback and coaching on personal presentations***

**Review and Close 17:00**