



Confident Communication

1-day course

Aim

To develop the FMs communication ability to speak with more confidence, authority, gravitas and influence for improved results.

Objectives

By the end of this course you will be able to:

- Present yourself with more gravitas
- Handle questions with ease using a proven formula
- Increase your influence and the power of your 'call to action'
- Make presentations with more confidence
- Overcome public speaking anxiety or fear
- Engage any audience – one-to-one or one-to-many
- Open and close a presentation with impact
- Apply a simple and effective structure to your presentations
- Engage and inspire through storytelling

Course description

This course is designed to support any FM who wishes to improve their impact, whether one-to-one, in small group meetings or with a larger audience. Learning tools, techniques and approaches from some of the most confident and successful communicators, FMs will find new ways to stand out and be heard.

Exploring your voice

Discover how to 'speak up' and get your point across effectively. Build your confidence in conveying ideas and making an impression. Learn to flex and use your voice for greater impact.

Developing your credibility

Uncover secrets to assertiveness in difficult situations, to create more gravitas and to be seen as credible.

Sharpening your presentations

For times when you need to influence a group, experiment with techniques to better structure your presentation, maintain your confidence throughout and make your message memorable.

Influencing through stories

Find out the power of stories to engage, convey your message and persuade people to listen.

Managing nerves

Tools to manage self-doubt, anxiety and stress when you need to get an important message across. Learn techniques to speak more confidently.

Mastering the Q & A

Using tried and tested formulas and techniques, you can handle any question or audience with confidence and ease.

Speaking anytime, anywhere

Learn the enviable skill of how to speak freely without any preparation if the occasion arises and warrants. This ability alone can make you stand out.

Programme

09.00 Registration and Coffee

09.30 Start

10.45 Coffee

12.30 Lunch

15.00 Tea

17.00 Course Close

How do I book?

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