
Presentation Skills

Delivered for the DBA by Shan Preddy, Preddy & Co

Do I need presentation skills?

Yes! Anyone who has to make presentations to clients and colleagues or to new business prospects will benefit. Attending this one-day workshop will deliver real, practical improvements in your performance. Watching yourself in action on DVD will enable you to develop areas of strength and work on areas of weakness. As a result, your confidence will grow and your performances, both in front of colleagues and clients, will improve beyond recognition.

Why choose DBA presentation skills?

This Presentation Skills workshop has been designed specifically for the design industry. It is limited to 5 delegates, giving you intensive personal feedback and concentrating on exactly what you want to get out of the workshop.

What will I gain?

- Practical advice, tips and techniques on how to make successful presentations
- An understanding of some of the psychology behind spoken communication
- Individual critique of your own presentation style, allowing you to make real improvements in performance
- A set of assessment notes and your own presentation on DVD to take away for future reference
- An unlimited telephone and email help-line to Shan Preddy for any queries following the workshops

Course content

- The importance of preparation
- Setting objectives and desired responses
- Structuring the content
- Sign-posting and pacing
- Using visual aids and equipment
- Using memory aids and notes
- Monitoring feedback
- Eye contact and body language
- Voice delivery
- Dress and appearance
- Handling nerves

Course Tutor: Shan Preddy, Preddy & Co

Shan Preddy is a marketing and training consultant who specialises in helping design companies of all sizes and disciplines to find, keep, win and develop client business. Her book, 'How to Market Design Consultancy Services', published by Gower/Design Council, has become an international industry standard. Over 300 design professionals have already benefited from Shan's successful Presentation Skills workshops.

In-house training

Can't make the listed training dates? Need training for a number of your staff? Looking to minimise time out of the office? The DBA offer Presentation Skills with Shan Preddy as an in house training option which can be tailored to suit your specific needs. Contact Harsha to discuss what options are available to you on 020 7251 9229 or by email harsha.patel@dba.org.uk

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DBA Training Booking Form 2010

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DBA Members: £490 + vat (£575.75), non-members: £625 + vat (£734.38)

				Places	Cost ex vat
18 February 2010	9.00am – 5.00pm	Presentation Skills – London	Shan Preddy		
13 April 2010	9.00am – 5.00pm	Presentation Skills – London	Shan Preddy		
11 June 2010	9.00am – 5.00pm	Presentation Skills – London	Shan Preddy		
7 September 2010	9.00am – 5.00pm	Presentation Skills – London	Shan Preddy		
5 November 2010	9.00am – 5.00pm	Presentation Skills – London	Shan Preddy		
9 December 2010	9.00am – 5.00pm	Presentation Skills – London	Shan Preddy		
Total				£	

Name of person making booking: _____ Booker's signature* _____

Company: _____

Address: _____

Contact email: _____ Telephone: _____

Delegate 1: Name _____ Job title _____

Email _____

Delegate 2: Name _____ Job title _____

Email _____

Delegate 3: Name _____ Job title _____

Email _____

Delegate 4: Name _____ Job title _____

Email _____

Delegate 5: Name _____ Job title _____

Email _____

Upon processing, you will receive confirmation of your booking and a receipted invoice. Once a booking has been accepted, refunds cannot be made and sessions cannot be transferred although we are happy to substitute delegates.

*By completing and returning this booking form I agree to abide by the DBA's Events & Training Courses Terms and Conditions available to download at www.dba.org.uk/termsandconditions

Payment

I wish to pay by cheque £ _____ made payable to Design Business Association

I wish to pay by card £ _____ and authorise the DBA to charge this amount (complete details below)

Mastercard / Solo / Visa / Electron / Switch / Delta / (delete as appropriate)

Note: We do not accept Amex.

Card holder's name: _____

Billing address (if different to company address): _____

Card number: _____ Security number: _____

Expiry date: _____ Issue no / Start date: _____

Card holder's signature: _____

**Please post,
fax or email
your booking to:**

Kerrie McGahan,
DBA,
35 – 39 Old Street,
London EC1V 9HX
Email: kerrie.mcgahan@dba.org.uk

Fax: 020 7251 9221

Any questions?

Call 020 7251 9229