

Focusing particularly on voice control, this workshop has been designed for people who need to present their ideas to groups – typically team briefings, co-ordinating meetings, review groups etc – or to larger gatherings. For presenters, the voice is the essential ‘tool of the trade’ and must not be neglected. This workshop pays particular attention to voice control and voice care.

The small number of participants for this course means that there is time to develop the individual’s particular style of presentation, to work on specific aspects of the voice, receiving detailed feedback and guidance. Participants are encouraged to bring with them outline notes as they will be invited to rehearse short interviews/presentations as part of their training.

**Your Workshop Leader: Richard Ellis**

## LEARNING OUTCOMES

By the end of the workshop delegates should:

- know how to interact more effectively with their audience
- have a more positive influence through improved verbal skills
- control the voice – despite ‘nerves’
- develop good vocal projection skills
- practise proper breathing
- know how to use the dynamics of the voice

## KEY TOPICS

- Preparation and structuring of your message
- Vocal projection techniques
- Projection of a congruent message, verbal and non-verbal
- The importance of good stance to assist the voice
- Overcoming presentation anxiety
- Breathing exercises – shallow and deep
- Consideration of the speaking environment – ventilation, dust etc
- How to protect the voice from abuse

**Maximum number of participants: 8**

## **Outline Programme**

### **Welcome and Introductions**

### **Ingredients of Effective Presentations**

#### **Understanding your Audience**

- their expectations
- their attitudes
- the environment/setting

#### **Elements of Preparation**

#### **Voice Control and Proper Breathing**

#### **Vocal Dynamics**

- tone, tune, pace, stress

*Refreshment break*

#### **First Round of Short Presentations**

- feedback and discussion

*Lunch*

#### **Exercises for Better Articulation and Delivery**

#### **Second Round of Short Presentations**

- feedback and discussion

*Refreshment break*

#### **Simple Visual Aids**

#### **Handling Questions**

#### **Action Plans and Evaluation**

#### **Close of Workshop**



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