



Supercharge your Presentation Skills

“Communication is not just at the heart of life, it is a way of life”(S.Graham)

Frustrated that what you say, doesn't always get heard?

Afraid to speak in public?

Want to speak like the international speakers you admire?

Want to have the communication confidence to propel your career forward?

Then, this course is for you!

We are in the business of growing people's communication confidence. We believe communication is an essential business skill, necessary for your company's image and reputation and your personal development. Confident, goal-directed people are more productive. We believe that knowing how to communicate *effectively*, i.e. listening well, knowing how to answer questions well, being well groomed and well mannered, will enhance your overall brand.

Our course is meant to improve your overall communication ability, to improve how you handle personal relationships, co-workers, your boss and customers, to become an effective communicator all the time! Hence our belief that “communication is a way of life.”

Research has shown that:

55% of our information gathering is through body language. Non-verbal communication becomes key. Things like gestures, facial expressions are important.

38% is through intonation and voice inflection.

7% is communicated using words.



We have developed the **11 Vital Communication Skills necessary** for improved day to day business communication/ public speaking and over brand confidence.

ti





COURSE:

11 VITAL COMMUNICATION SKILLS

To become an effective communicator:

1. Appearance
2. Posture
3. Gestures
4. Eye contact
5. Facial Expressions
6. Voice
7. Listening
8. Handling questions
9. Padding
10. Humour
11. FROGS

Our communication training is **outcomes-based** and is designed to **solve** your communication challenges.





Course Overview

The course lasts for two full days.

The course is tailor-made to suit your requirements. The method used is practical and engaging, suiting each individual's needs.

The 11 Vital Communication Skills are:

- Appearance, posture, gestures, eye-contact, facial expressions, voice, listening, handling questions, padding, humour
- Building your employee brand
- Using the FROGS technique to create instant rapport
- Business communication
- Useful interpersonal skills
- Effective listening techniques
- Obtaining communication confidence

ti



You will....

Find your authentic voice, pitch, tone and power

Use gestures and body language to enhance your message effectively

- Listen more attentively and really “hear what is being said”
- Read your audience and respond flexibly
- Master yourself and tap into your authentic power
- Learn how to write and present an effective speech/presentation
- Create two presentations (work-related) where you record yourself and receive valuable feedback
- Learn how to create an effective communication brand on social media





ABOUT THE TRAINER

- Miki has over 20 years experience in the communication field.
- Is an accomplished public speaker.
- Has extensive experience in conducting communication workshops, training and facilitation.
- Has held management positions in BP/Transnet/Andersen Consulting.
- Has business knowledge in both private sector, SMMEs and government.
- Has a BA in Communication and Business and a MSC in Organizational Development (USA).

Believes in inspiring others to become their best selves and have fun in the process




We show you how to

- Improve your speaking ability and skills
 - Give better presentations
 - Communicate with clarity and intention
 - Enhance your interpersonal techniques
 - Reduce poor and ineffective communication
 - Create strong teamwork
 - Manage challenging situations with assurance and confidence
- Improve your capacity for leadership

Who should attend

It's tailor-made to suit your needs:

- *Executives/directors/managers*
 - *Secretaries and your front-end staff*
 - *Employees who interface with communities and the public*
 - *Departments which want to improve the way people “get along”*
 - People who are beginning their careers/New Graduates
 - Entrepreneurs who want to market their services effectively
 - Sales people who want to go to the next level
 - Teachers/stay-at-home moms/ who want to enhance their communication confidence
- 



Duration of course: Two days at our offices or your premises

COST: R5000 (VAT INCLUDED)

BUY NOW



.

.

ti

