

Presentation Technique and Communication Tools Overview

Presentation Technique

Our work is to present and communicate and we believe we can improve your own presentations and your communication. Therefore, it is almost natural for us to offer you training in presentation skills.



Communication Tools

The tools of communication can be improved with very simple means and we have added a session on this in the training.

The purpose of the training

- To increase participants' skills in communicating a message.
- To enhance the participants' ability to use different techniques and tools.
- To give the participants the opportunity to practice and improve their skills.

Target group for education

The training is directed to both industries, institutions and other groups, who need to learn how to present using the right tools. The first practice is without any tools.

Scope

We review the tools and you make your first short presentation while we give practical advice and tips. After feedback you give a revised presentation and receive feedback on that as well.

At request we can also repeat the training individually. The time required is half a day.

Welcome!

We are happy to invite you to *Presentation Technique and Communication Tools*. You find date and location for the coming educations on our website and in your confirmation e-mail.

Program (reservation for changes)

Day 1

08.30	Welcome
09.00	Presentation technique, basics Communication Tools
12.00-13.00	Lunch
13.00	Participants own presentations
17.30	End of session
19.30 – 21.00	Dinner

Day 2

08.30	Learnings from yesterday
09.00	Preparations for own revised presentation Participants second presentations Feedback
12.00-13.00	Lunch
13.00	Participants second presentations Feedback
	Evaluation
16.30	End of training

How to register

You register to this education simply by sending the name of the education and your contact information in an e-mail to register@toleap.se.

We will then send you a receipt and ask for the additional information we need (if you want to you can copy and paste this table into your e-mail):

Course: Presentation Technique and Communication Tools

Date:

First name:

Surname:

Company:

Telephone no:

Mobile no:

Address:

Passport no (for citizens outside European Union):

Need of hotel, dates:

Food restrictions (no gluten, vegetarian or other):

Other requests:

Course fee (Proposal)/ Please, contact us for a price specifically for you or your company.

The course fee (excl. VAT, exkl. moms) is in total 9.000 SEK (950 EUR / 1.050 USD) per participant for both days.

This includes the seminar itself, the refreshments served during the training, lunch every day and the dinners the first day. All other expenses for travelling, hotel or any other additional costs you might have are not included, you have to pay all additional costs yourself. The course fee needs to be paid in advance, late cancellations (31 days before the start of the education) are not allowed.