

## Professional Presentations

Preparation is the key to success when delivering any presentation. This seminar will provide helpful tips and guidance to ensure your presentation is professional and dynamic.

### Objectives

Many of us feel some nervousness when we have to give a presentation. Whether it is to a small group or a larger one, the tension is often there. Your audience may be colleagues, clients or conference delegates. They will hear what you say but will be more influenced if your presentation is clear, seemingly relaxed and entertaining.

### Content

- qualities of a presenter
- types of presentations
- preparation
- know your audience
- a structured approach
- techniques and tricks
- understanding and dealing with nerves
- dealing with questions and objections
- using visual aids

This one day seminar will help anyone improve their presentation skills and includes working on examples and team exercises.

### Presenter

Monica Moynihan has had an extremely successful career with international hotel groups, initially specialising in accommodation management before moving into a corporate training and development role. She is now a director of Progressive Training Ltd and has presented a number of very successful seminars and workshops for UhS. She specialises in delivering sales, negotiating, yield and project management programmes for clients throughout the hospitality industry.

### Participants

This workshop is for anyone working with university hospitality, including student accommodation, conferences and events, catering and facilities management who is called upon to make presentations within their institution or to a wider audience.

### Date and Venue

Wednesday 25 March 2009; registration is from 0915. The seminar starts at 0945 and ends at 1530. It will be held at Radcliffe House Conference Centre, University of Warwick. The university is at the centre of the midlands motorway network and Radcliffe has its own car park. Coventry railway station is 4 miles away from where there are plenty of taxis and a regular bus service. Birmingham airport is nearby with a free rail shuttle to Birmingham International station and frequent trains to Coventry. There is more information at <http://www2.warwick.ac.uk/conferences/tccs/scarman/>

### Fee

The fee for this non-residential seminar is £195.00 plus vat, which includes seminar materials, training costs, refreshments and lunch. If you require overnight accommodation it can be booked directly with Warwick Conferences, subject to availability. The cost for bed and breakfast is and £107.00 plus vat at Radcliffe and nearby Scarman House and £97.00 plus vat at Arden House which is half a mile away. Please pay this directly to the university. The telephone number for bed and breakfast reservations is 024 7652 3222. There is a Premier Inn 7 miles away from the university at Coventry, [www.premierinn.com](http://www.premierinn.com), and Travelodges at Leamington Spa, 7 miles, and at Nuneaton and Rugby, 10 miles, [www.travelodge.co.uk](http://www.travelodge.co.uk).

To make a workshop reservation, please go back to our booking form, which may be completed on-line or off-line. May we respectfully draw your attention to the UhS business terms, which are on the seminars page of our web site and on the booking form?