

Strategic Presentation Skills Workshop

London, 9 September 2015

Knowledge and skills for growth



London
Stock Exchange Group



Academy

Who we are

The educational model of the Academy is that of a "Corporate University" where the traditional classroom is replaced by an interactive approach to all open enrolment programmes so as to:

- Facilitate the exchange of experiences and expertise among the professionals attending.
- Actively encourage the transfer of knowledge and skills gained back into the workplace.

All our open enrolment courses are designed to analyse and explore developments in the international financial markets in order to improve delegates' technical and operational skills.

Our Strengths

Academy clients are able to benefit from two particular advantages when working with the Academy:

- Our faculty, encompassing experts from across London Stock Exchange Group and experienced UK, Italian and international financial market practitioners. On occasion, where appropriate we are also able to draw on the insights of leading academics from the most respected universities.
- Our innovative methodology, centred on the value of group learning, a collaborative approach and creating an active learning environment.

The Course

Overview

In a business environment, effective communication is critical. This Strategic Presentation Skills workshop is designed for mid to senior level executives who are already capable presenters, but wish to make the leap from good to great.

The workshop starts with an analysis of what it means to be 'a natural'. What is it that the Bill Clintons of this world are doing that is making them successful and engaging communicators?

From there, delegates will develop the key elements of effective communication applicable across all scenarios from internal meetings to business pitches, briefings and presentations.

Why attend?

The programme aims to furnish executives with all the necessary tools to unlock their full leadership potential. The one day workshop will enable participants to:

- Understand the principles of truly effective spoken communication
- Deliver their messages with confidence, presence and authority
- Confidently convey personality and build trust in all speaking situations
- Structure focused and memorable messages with impact and clarity
- Consider creative visuals that reinforce rather than distract from key messages
- React immediately and confidently to unexpected questions

Methodology

This programme is conducted in series of sessions in one day, starting with an analysis of the principles of effective communication.

Participants are shown and practise, using role-play and video playback, how to apply these principles across a wide variety of scenarios.

Location

The course will be held at London Stock Exchange's headquarters located next to St. Paul's Cathedral at 10 Paternoster Square, London EC4M 7LS.

Key takeaways

- Reference book covering best practice, examples and other support covered during the day
- If you think you would benefit from follow on 1-on-1 coaching sessions, please mention it to the trainer or LSEG's course co-ordinator

Who should attend

This one day course has been designed to benefit the following professionals:

- Senior Company Secretarial professionals
- Investor Relations Directors and Managers
- Central Bankers and Exchange professionals
- Senior Compliance officers
- Senior PR and IR consultants

Trainer: Peter Niklewicz-Hetman

Peter's career in the City of London stretches back 15 years, following undergraduate studies at Imperial College and an MBA from HEC Paris. Prior to joining Connect, he worked within capital markets and investor relations, supporting European blue-chip companies and advising their management teams on how best to communicate with the global financial markets.

He has worked at a number of global financial institutions namely Deutsche Bank, Dresdner Bank, Citigroup and Royal Bank of Scotland. Peter provides communication advice and coaching across levels to many of the leading financial and corporate institutions across the UK and continental Europe.

Additionally, Peter is an accredited Executive Coach and is CELTA qualified (Teaching English as a Foreign Language to adults).

The Course

08:45 – Registration and coffee

09:00 – 09:15 - Introduction and overview

Session One

Analysis of the Principles

This is designed to prove the apparently simple concept that we all perform best when adopting a positive, conversational style. In other words, our personality comes over well and our listeners find the message easy to digest. Vital to this concept is an analysis of normal conversation.

Session Two

Power of Notes

In this session, we apply the principles to a presentation in note format. Most of us use notes as a means of reminding ourselves of the main points. Some of us actually follow our notes. Others use the notes as a safety net. Participants will be encouraged to use notes in a more disciplined way than they are probably used to.

12:30 – 13:30 – Lunch

Session Three

Planning, Content and Structure for Clarity and Impact

This is an examination of the intellectual techniques of preparing the content of a presentation. Many people spend far too long agonizing over what to say, as they do not have a well-established procedure for preparation. Participants will see how to establish a clear objective and

a concise, memorable message. We will emphasize the importance of using conversational, easy to listen to language.

Session Four

Re-examination of Visual Aids

Using visual aids can be a very effective way of enhancing your message. Too many visuals, however, can become overpowering or even distracting. We will show participants how to make appropriate visual choices when preparing their presentations.

Session Five

Questions and Ad Lib-ing

Know how to address the pit-falls of speaking “off the cuff” and to be able to deal with all types of questions with both confidence and credibility.

Additional Techniques

We will examine different story telling techniques.

17:00 Close

The Course

Date of course

9 September 2015

Registration fee: £ 695 + VAT

Joining instructions

Joining instructions will be confirmed by email 7 days prior to the course date. Please contact us if you do not receive any written registration confirmation. This registration form must be received by London Stock Exchange no later than seven days in advance of the course start date and submitted to Academy UK mail to academy_uk@lseg.com. All registrations are subject to the data protection policy and terms and conditions listed below.

Payment

The course fee includes all supporting documentation supplied by London Stock Exchange to the delegates in relation to the course. Delegates are responsible for their own travel and accommodation arrangement. Once your registration has been confirmed, London Stock Exchange shall issue you with an invoice. Full payment of the fees must be received by London Stock Exchange 28 days after receipt of such invoice.

Cancellation

Substitutions may be made, however you must notify London Stock Exchange of such changes at least 48 hours in advance of the course start date. If you are an organisation, you must provide London Stock Exchange with details of all delegates at least 48 hours in advance of the course start date. A full refund will be given for cancellation requests received at least 15 working days before the course. Cancellations must be made in writing (post, email or fax) and must be received by London Stock Exchange before the 15 working day deadline. Delegates who cancel 10-14 working days prior to the course will receive a refund equal to 50% of the fee. No refund will be given for cancellations received less than 10 working days before the course. London Stock Exchange reserves the right to change or cancel the course or any part of its published programme due to unforeseen circumstances; in such circumstances London Stock Exchange will use reasonable endeavours to contact the delegate or organisation.

Liability

Whilst every effort is made by London Stock Exchange to ensure that the contents of the course are accurate and up to date, London Stock Exchange shall not be liable whatsoever to the delegate or the organisation participating in the course for any inaccuracy or misleading information, nor for any consequential damage or expense or any loss of profit or any liability to third parties incurred as a result of reliance on such information which is provided for educational purpose only. London Stock Exchange's total liability under this agreement shall be limited to the total fees payable under this Agreement. Nothing in this Agreement shall limit the liability for death, fraud or personal injury caused by its negligence.

Intellectual property rights

The delegate agrees that all intellectual property rights held in all documentation supplied by London Stock Exchange to the delegate in relation to the course are and shall remain property of London Stock Exchange and therefore any exploitation, copying or distribution in any form of the same is strictly prohibited. The delegate or organisation (whichever is applicable) shall not at any time use the name, logo, or trademark of London Stock Exchange without the written consent of London Stock Exchange.

Organisations

This section shall only be applicable to organisations who have booked their delegates on the course detailed below. You shall at no time publicly refer to the training which London Stock Exchange shall provide to your delegates, without the written consent of London Stock Exchange. Our training is not and will not be an endorsement of your organisation and the services you offer. London Stock Exchange does not endorse any training provided by Academy, London Stock Exchange Group.

Data Protection

London Stock Exchange takes your privacy seriously. We collect and use personal information to provide services, conduct market research and inform you about relevant products and services.

The Course

Please confirm your preference below:

- I do NOT wish to receive information about products or services from the Academy of London Stock Exchange
- I do NOT wish to receive information about products and services from carefully selected third parties
- YES, I would like to receive information via electronic communication about future programmes from the Academy of London Stock Exchange

We will not disclose your data outside London Stock Exchange unless we have your permission except to business partners and to third party suppliers for processing purposes under normal business practice.

I have read and understand the booking terms and conditions.

SIGNATURE:

NAME:

DATE:

The Course

Please complete the details below and sign to confirm acceptance of the terms and conditions. Completed forms should be returned to Academy, London Stock Exchange Group by email to: academy_uk@lsegroup.com. For any further information please contact the Academy Customer Care at: +44 (0) 207 797 1821.

Date of course: 9 September 2015 Registration fee: £695+VAT Total to be invoiced £_____ (Incl VAT)

Participant Information			
Title	Name	Surname	
Job Title		Company name	
Address Line 1		Address Line 2	
City	Post/Zip code	Country	
Email		Tel:	Fax

Position within company: <i>(please tick)</i>		Nature of business <i>(please tick)</i>	
Board/Senior Management	<input type="checkbox"/>	Listed/private Company <i>(please delete as appropriate)</i>	
General Management	<input type="checkbox"/>	Law	<input type="checkbox"/>
HR & Training	<input type="checkbox"/>	Accountancy	<input type="checkbox"/>
Planning & Control	<input type="checkbox"/>	Banking	<input type="checkbox"/>
IT	<input type="checkbox"/>	Consultancy	<input type="checkbox"/>
Legal	<input type="checkbox"/>	Funds	<input type="checkbox"/>
R&D	<input type="checkbox"/>	Investment Bank	<input type="checkbox"/>
Tax	<input type="checkbox"/>	Intermediary	<input type="checkbox"/>
Finance	<input type="checkbox"/>	Private Equity	<input type="checkbox"/>
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>

*If you are registering a **multiple places**, please, complete the following:*

Company name			
Address Line 1		Address Line 2	
City	Post/Zip code	Country	
Contact email		Contact telephone number	
Delegate 1: Name and email			
Delegate 2: Name and email			
Delegate 3: Name and email			
Delegate 4: Name and email			

Signature:

Name:

Date:

Academy

Comprehensive, quality education is fundamental in the development and growth of the economic financial system. Established in 2000, Academy, the educational centre of the London Stock Exchange Group, delivers on this aim by developing and offering a variety of seminars and training courses relevant to the financial, legal and corporate management community.

www.lseg.com/academy

Contact Details

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