

Personal Development

# Presenting and Public Speaking with Confidence

## Course Details

### Price

£435.00

### Length

2x half days (09:00-12:30)

## Course Overview

Designed for anyone who wants to communicate more clearly in meetings, group settings, or when delivering a presentation, this workshop will build delegates confidence when speaking and presenting in front of others.

Throughout the day, delegates will explore what affects confidence and learn simple, practical ways to manage nerves and stay steady under pressure, and will have the chance to practise speaking in a supportive environment, gradually building clarity and self-assurance.

The workshop will also look at how to plan a clear message, structure a presentation, and create accessible, audience-friendly slides. It will introduce how tools such as AI for planning and simple interactive apps, can support preparation and engagement. By the end of the workshop, each delegate will have planned and delivered a short presentation.

## Content

**Flexible learning that works for you**

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The workshop will cover the following topics:

- Explore what affects confidence when speaking and learn practical ways to stay calm and focused
- Practise short speaking tasks to build clarity, manage nerves, and develop presence
- Learn how to plan and structure a presentation with a clear purpose and audience in mind
- Understand the basics of accessible slide design including layout, readability, and simple visual choices
- Use AI and digital tools to support planning, preparation, and audience engagement
- Deliver a short presentation in a supportive, confidence-building setting

## Benefits

Working in a small, supportive group allows delegates to build confidence steadily and safely. By practising throughout the day, delegates will learn how to speak more clearly, manage nerves, and approach future presentations with greater confidence and professionalism.

## Prerequisites

As delegates will be expected to deliver a presentation with the option to present either with or without slides. Those wishing to use slides will need a basic understanding of Microsoft PowerPoint, as this topic will not be taught in the session. Laptops will be provided.

## Next Steps

If you would like to book a place on this course, please click on the 'Book Course' button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via [admin@gta.gg](mailto:admin@gta.gg) or call us on 01481 224570.

If no date is scheduled for this course at the present time, please click on the 'Register Interest' button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise

dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

## Course Tutor

### Mike Elward

Mike Elward BA (Hons) MscEcon PGCE, brings over 20 years of experience in education and management, with a decade in senior leadership roles at the highest level. He has a proven track record of empowering individuals and teams to achieve their full potential. Prior to his career in education, Mike served as an officer in the Royal Navy, where he developed strong leadership skills in demanding environments. He holds an undergraduate degree and a master's in History, Politics, and International Relations, along with a Postgraduate Certificate in Education (PGCE). As an expert in coaching and change management, Mike is passionate about guiding organisations through transformative processes. His commitment to success drives him to help individuals unlock their potential and reach their goals.