



MANAGEMENT

MG13 Influential Presentation Skills and Report Writing

In today's rapidly evolving business landscape, effective communication is crucial. This course is tailored to equip professionals with the ability to deliver compelling presentations and write impactful reports. Over five days, participants will master the art of public speaking, learn to craft reports with clarity and precision, and develop strategies to engage diverse audiences effectively. The course blends practical tools with interactive elements, ensuring that every delegate can communicate confidently across various platforms and contexts, making an immediate difference in their professional environment.

Course Information

Duration: 5 days

London (£4950): 30th June 2025, 18th August 2025, 13th October 2025, 1st December 2025

Barcelona (£4950): 8th December 2025

Companies nominating 3 or more delegates to attend the same programme will enjoy a special discount on the course fees.

Upon completion of one of our CPD certified courses, delegates will be awarded both an LMC certificate and a CPD certificate. No examination required.

Who is the course suitable for?

This course is ideal for individuals at all professional levels who aspire to refine their presentation and report writing skills. It is particularly beneficial for those new to management roles or aiming for such positions. Participants will gain not only foundational knowledge but also advanced techniques in public speaking, presentation delivery, and professional report writing. This course serves anyone looking to enhance their

influence and effectiveness in communicating within and beyond their organisation.

Course profile

Foundations of Effective Presentations

- Understanding the essentials of presentation
- Recognising effective and ineffective presentation habits
- Overcoming public speaking fears
- Establishing a clear structure for presentations
- Building self-confidence and managing nervousness

Advanced Presentation Skills

- Mastering confident body language and eye contact
- Engaging the audience with clear, concise messaging
- Utilising feedback to refine presentation skills
- Exploring various presentation tools and their effective use
- Crafting visually engaging PowerPoint, video, flipchart presentations and more

Mastery in Public Speaking

- Delving into the dynamics of impactful public speaking
- Differentiating between presentations and public speeches
- Employing rhetorical techniques for persuasion
- Managing spontaneous speaking challenges
- Handling difficult questions and audience interactions

Effective Meeting Management

- Defining roles and responsibilities within meetings
- Structuring meetings for maximum productivity
- Ensuring actionable outcomes from meetings
- Utilising meeting time effectively
- Engaging all participants in the meeting process

Expert Report Writing

- Initiating report development with clear objectives
- Structuring reports for readability and impact
- Tailoring reports to diverse audiences
- Incorporating innovative data presentation techniques
- Reviewing and refining reports based on feedback

Competencies

At the end of the course participants will be able to:

- Deliver presentations with clarity and confidence.
- Utilise advanced public speaking techniques to engage and persuade.
- Create structured and impactful reports tailored to specific audiences.
- Manage meetings effectively, ensuring productive outcomes.
- Use presentation tools effectively to enhance communication.
- Handle audience questions and interactions with poise.
- Respond to feedback constructively to improve their professional skills.
- Apply innovative techniques in data presentation and report layout.

Course Booking

Call us: +44 (0) 207 724 6007

Email us: training@lmcuk.com

www.lmcuk.com

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