



## **Ludens**

### **Seminar Presentation Skills**

Not everyone is born to be a public speaker. There are people who really like to give talks in public and are naturally convincing. They never seem inhibited or insecure.

They are, however, outnumbered by people who speak in public only if they cannot avoid it, and then only after much preparation, nervousness and a considerable investment of time.

In many life situations, socially or professionally, and also in private, one has to express oneself publicly. The long-term career possibilities of a person are partially determined by the quality of his or her presentation skills.

It might therefore be useful for people to learn the most important aspects of presentations in a systematic and profound way and to get constructive feedback. The objectives of this seminar are to improve the quality of the presentations and increase the joy of speaking in public.

#### **To present in a dynamic way**

Every speaker wants to deliver his message well. A good reception of the message is determined by the way in which the speaker presents himself during the talk. Verbal and non-verbal dynamics, necessary to grip the audience, depend on a synthesis between breath, voice and body. Careful preparation and structuring of a talk including the attuning to the audience make it possible that the message is indeed well received.

#### **Target group**

The training aims at all those, who regularly have to give a presentation and wish to augment its effects.

#### **Method**

Simultaneously will be worked on at two levels: on the one hand emphasis is placed on composition and optimisation of the contents (goal-orientation, style). On the other hand attention is paid to the dramatic aspects of a presentation. Through practical exercises the participants learn how they can make effective use of body language: posture, gestures, facial expressions and eye contact, as well as voice, speech and language.

The training is of a very practical kind. All participants have to deliver a couple of short presentations. These are discussed by means of video recordings and followed by tangible suggestions for improvement of further presentations.

#### **Program**

Planning and preparation  
Composition of a talk  
The making of a talk  
Use of visual aids  
Catchword and impromptu talks  
Dynamics, how to grip the audience  
Body language: facial expressions, posture, gestures  
Breathing, speech- and voice exercises  
Dealing with nervousness and stage-fright  
Dealing with questions and difficult situations

## **Duration**

The seminar takes two days. A follow-up day after a minimum of one month is arranged on request. The evening between the two seminar days should be reserved for preparation.

Beginning of the seminar days: 9.00 a.m.  
Ending: 6.30 p.m.

## **Trainers**

Jolande van Gunsteren-Bolt, trainer / MA  
Wytze Visser, theatre pedagogue,  
voice & speech

## **Number of participants**

Maximum of 8 persons

## **Documentation**

The participants receive a seminar syllabus with background information, an SD memory card with recordings of their own presentations and a seminar certificate.

## **Further information**

### **Ludens Presentation Skills, seminars & coaching**

[info@ludens.biz](mailto:info@ludens.biz)  
[www.ludens.biz](http://www.ludens.biz)

Jolande van Gunsteren - Bolt

Ratitschweg 13  
7212 Seewis Dorf, Graubünden  
Switzerland  
tel +41 81 23252392

Gubelstrasse 32  
8050 Zürich  
Switzerland  
mobile CH +41 79 688 1830

mobile NL +31 6 1114 7853