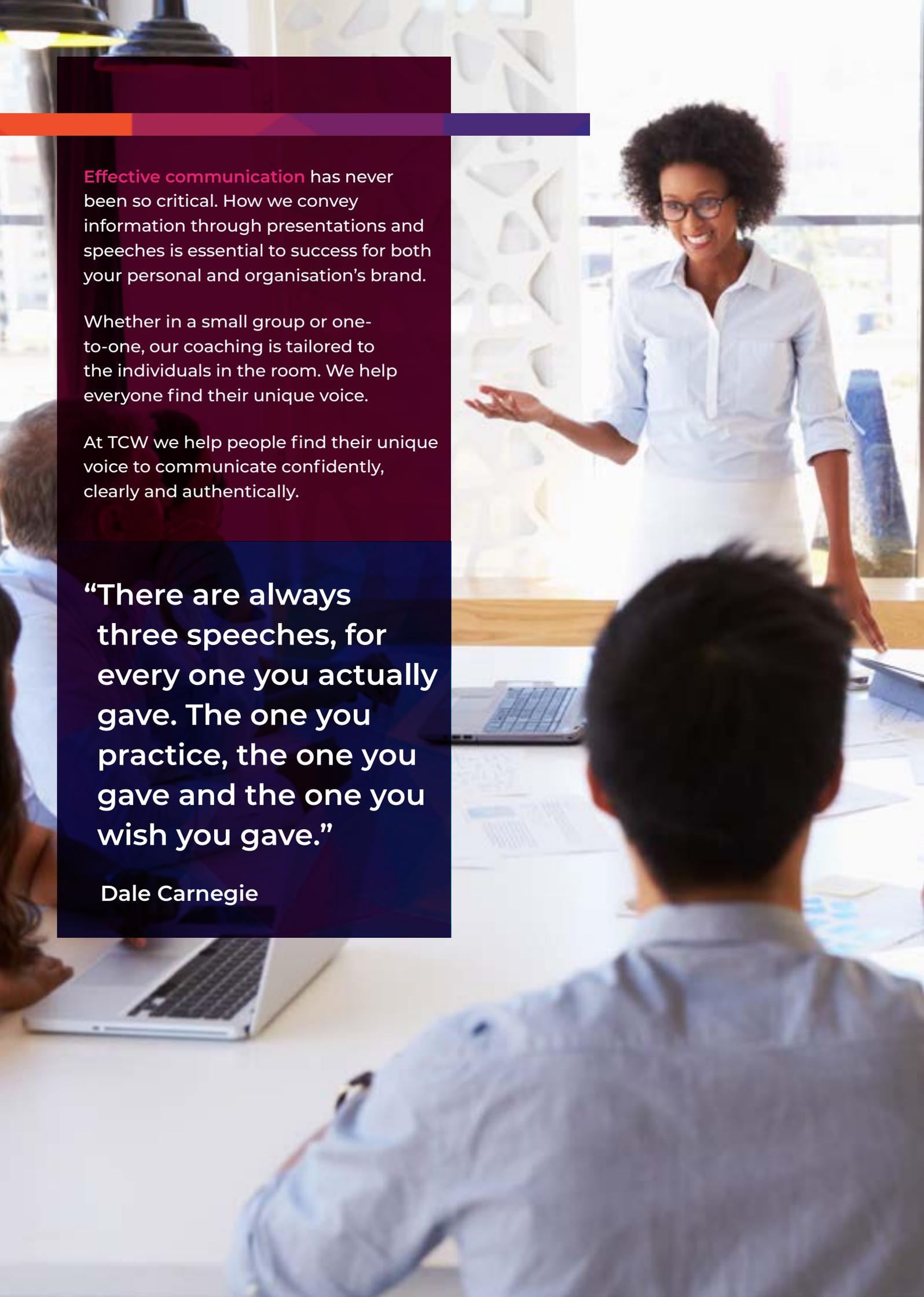




The Communications Works

# Presentation and Public Speaking Skills

Inspiring and empowering leaders with  
the skills to master presentations and  
public speaking

A woman with dark curly hair and glasses, wearing a light blue button-down shirt and a white skirt, stands in a modern office. She is smiling and gesturing with her right hand towards a group of people seated at a table. The table has laptops and papers on it. The background shows a large window with a view of a city and a decorative white wall with geometric patterns. The lighting is bright and natural.

**Effective communication** has never been so critical. How we convey information through presentations and speeches is essential to success for both your personal and organisation's brand.

Whether in a small group or one-to-one, our coaching is tailored to the individuals in the room. We help everyone find their unique voice.

At TCW we help people find their unique voice to communicate confidently, clearly and authentically.

**“There are always three speeches, for every one you actually gave. The one you practice, the one you gave and the one you wish you gave.”**

**Dale Carnegie**



# What we offer

We're your trusted partner to help you deliver presentations and speeches that have impact, inspire your audience and drive them to take action. Our tailored workshops and coaching sessions are bespoke to you.

Whether you have plenty of experience and need a coach to help refine your technique or you're entirely new to the world of presentations and public speaking – we're here to help. We build

workshops and exercises that are directly relevant to you and your organisation.

Our workshops can be delivered in several languages at your offices anywhere in the world, at our bases in London and Dubai, or you can meet us online.

Below are some of the coaching programmes we regularly deliver for our clients.

**Introduction to presentations and public speaking**

**Advanced presentation and public speaking**

**Preparation for events or conferences**

**Panel discussion rehearsal**

**Present and create content for social media**

**Develop executive presence**



# The TCW way

## Preparation

We work with you to understand your brief including desired outcomes, types of presentations and speeches you'll be delivering

We'll design your bespoke session to ensure it is uniquely tailored to your requirements

## Creation

We develop a programme to match your requirements and help you to perform at your best

The sessions will include different types of presentation formats to give people the broadest possible experience

## On the day

We combine theory with plenty of practice, to build your confidence, improve your technique and delivery

Our expert coaches work with you to bring content to life by delivering it in an engaging way that connects with the audience - all will be filmed so we can playback, review and coach you.

## Post event

Each participant receives an individual written feedback report with recommendations for improvement. All materials and videos of presentations are available within one week of the session

Management receives a report detailing each person's strengths, opportunities for growth and recommendations for who's ready to deliver presentations or speeches



# What you'll learn

## Preparation

Key questions to ask before preparing a speech or presentation

Understand expectations and audiences

Idea generation

## Confidence

Convey energy and confidence

Control fear and nerves

Body language, what to wear, voice and pace

## Content

Storytelling to make an impact

Tools to engage your audience

Using the right language for the right audience

## Structure

Presentation and speech design

Using notes

Scripting and memorisation

## Advanced techniques

Handle difficult questions

Take part in panel discussions

Manage unexpected events

## Technology

Feel confident with microphones and cameras

The latest technologies to enhance speeches and presentations

Online presentation and speech delivery

# Why use TCW?

Our team of expert coaches have decades of experience preparing clients for everything from speaking on big stages to global audiences to delivering a sales pitch to an individual.

Whatever the speaking opportunity, we can help your messages stand out.

## Who we work with

Here's a flavour of the types of professionals we've helped:

- Heads of state preparing for public engagements
- Government ministers preparing for policy announcements
- Executives delivering speeches or presentations at conferences, town halls and analyst meetings
- Teams preparing for joint presentations or pitches
- Managers preparing for internal presentations or external events
- Technical experts who need support delivering a technical presentation to a non-technical audience
- Executives who need to deliver important presentations online
- Doctors and academics who need to deliver research at medical or professional congresses
- Members of professional associations who have to deliver their entire conference online with 100+ speakers and thousands of participants
- Anyone who needs help in delivering a speech or presentation



# Other services

We have a range of presentation-focused services tailored to support your organisation's objectives



Performance coaching for presenters



Moderation and panel discussion coaching



Thought leadership



Media interview skills



Strategic message development and positioning



Presentation templates and styles



Integrating content from multiple teams



Speech writing



Maximising your presentation through social media and other digital channels

## Let's get started

Ready to take your presentation or speech to the next level? Get in touch to discuss how we can help you.

[hello@thecomcommunicationsworks.com](mailto:hello@thecomcommunicationsworks.com)

[www.thecomcommunicationsworks.com](http://www.thecomcommunicationsworks.com)

London +44 7739 465310

Dubai +971 4 575 2727



A woman with blonde hair, wearing a white long-sleeved shirt and dark trousers, is standing and writing on a flipchart. She is holding a black marker in her right hand. The flipchart has some papers pinned to it. In the foreground, the back of a person's head and shoulders is visible, suggesting an audience. The room is dimly lit with warm, yellowish light from the flipchart and cooler, purple/pink light from a window in the background.

**“All great speakers were  
bad speakers first.”**

Ralph Waldo Emerson



**Let's get started.**

TCW Dubai  
Office 1709, JBC5  
Jumeirah Lakes Towers, Dubai  
Office +971 4 575 2727

TCW London  
85 Great Portland Street  
London, W1W 7LT  
Office +44 20 3883 8548

[hello@thecomcommunicationsworks.com](mailto:hello@thecomcommunicationsworks.com)  
[www.thecomcommunicationsworks.com](http://www.thecomcommunicationsworks.com)