

# 2-day Presentations & other Business Communications

Typical schedule. Minibreaks throughout the day. Exact times adapted to group.

## DAY 1

## DAY 2

Examples(📺) &/or other Workshop(👉)

9h00 Introductions

Presenter secrets & the brain

Prep – Audience, purpose & products

The Presenter -- Body & Voice

LUNCH (1 hour)

Fear & nerves

Key messages & Other content

Charts & props

Structure  
Opening & closing  
Finish 17h/17h30

Presentation Practice (📺)  
with individual video feedback

Charismatic Presenter secrets

Job specific presentation & individual coaching

How to handle Q/A (& media)

LUNCH (1 hour)

Business writing -- key principles

Business writing -- job specific

Leading meetings

Wrap-up  
Finish by 5/5:30

Examples(📺) &/or other Workshop(👉)