



Presentation Skills Training Courses

SO, YOU HAVE TO MAKE A PRESENTATION?

Today, making presentations is a part of most people's working lives. It is vitally important to do them well, and those who are good communicators are the ones who will make it to the top.

This course includes the following topics:

Body Language - Look Good, Feel Good!
First Impressions
Building Confidence
Why You?
Speech Writing
How To Organise Your Presentation
Rehearsal and Performance
Illustrating Your Presentation
Handling Questions and Answers

NB: This course includes use of live vide recording and critiques

Now Booking:

Birmingham 26th Oct 05; 7th Dec 05; 8th Feb 06

London 28th Oct 05; 9th Dec 05; 10th Feb 06

**1 day group course £315 plus VAT (£55.13, Total £370.13) and
2 day group courses £600 plus VAT (£105.00, Total £705.00)
Individual and Exclusive group courses by arrangement**

To Book: Please Complete ticking the appropriate boxes. Tear off and post/fax to

face2face communications limited,
No 4
16 Langley Avenue.
Surbiton.
Surrey KT6 6QL

Fax: +44 (0)8390 6950

- I wish to pay by credit card (see booking conditions below)
- I will forward a cheque payable to *face2face communications limited*** for the full amount due
- Please invoice (see below)

Contact name and organisation address to be invoiced for the full fee (including order number):

If you require a receipt please tick box

continued...



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Title (Mr/Mrs/Miss/Other

First Name

Last Name

Job Title

Organisation/Institution

Address 1

Address 2

Address 3

Town

County

Post Code

Business Telephone

Fax

email

Please enter the names of additional persons booked

- 1.
- 2.
- 3.
- 4.
- 5.

How did you hear about the event?

I do not want to receive any further information on future f2f events

NB: If FULL PAYMENT for this event is not received prior to the date of the event, FACE2FACE reserve the right to refuse admission to the event.

I have read and accept the booking conditions

Your submission of this form confirms your contract with *face2face communications ltd*

You should photocopy/print this form before posting/faxing for your records



Presentation Skills Training Courses

Terms & Conditions

Credit/Debit Card Payment:

To pay by Credit/Debit cards please call face2face communications limited on 020 8390 5970

Booking Conditions:

By accepting these Terms and Conditions, you accept that you have made a booking.

To guarantee your booking face2face communications limited must receive your full payment 14 days prior to the course date. If full payment is not received 14 days prior to the course date face2face communications limited cannot guarantee your place at the course.

In the event of cancellation, if notice is received by face2face communications limited, No.4, 16 Langley Avenue, Surbiton, Surrey, KT6 6QL in writing at least 28 days prior to the course date, a full refund will be made.

Between 28 days and 14 days before the course date, a refund will be made, less a booking fee of £45 + VAT.

Less than 14 days prior to the course date, no refund will be made. Substitute participants will be accepted. If no substitute can attend, you will be charged the full amount due.

Full details and joining instructions will be sent to *fully-paid registered participants* 2 weeks in advance of the course date.

If you have not received conference details within a week of the conference, please telephone *face2face communications ltd* on 020 8390 5970.