



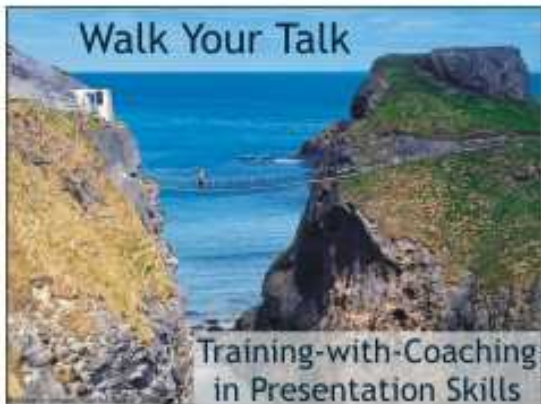
Presentation coming up?  
... anxious?



Job interview  
Pitch to clients  
Presentation to investors  
Team meeting  
Reporting to committee  
Conference delegate



Career block?  
Need training?



## Walk Your Talk

Training-with-Coaching  
in Presentation Skills



Training-with-Coaching is  
X4 better than conventional training

93% of companies think coaching  
is the key to training  
(CIPD survey 2004)



Learn to ...

- clarify your goals
- structure the outcome
- design PowerPoint slides
- engage the audience
- develop your own style



1 day training  
2 March 2010

+

½ day coaching  
9 Mar 2010  
or  
10 Mar 2010



# £245

Early bird price  
if you pay before 8 February 2010

£275 full price after 8 February 2010



## Walk Your Talk

Sign up now at ...

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



Discovering communications and leadership skills

## WALK YOUR TALK

### A training-with-coaching programme in presentation skills

You are invited to a two-part training-with-coaching programme to develop your presentation skills to enhance your career.

**Part 1 is a full day training course.** There will be plenty of background information, practical ideas and interactive exercises. You will have the opportunity to work on a real-life talk you need to give in the future in a supportive and informal atmosphere. You can learn to:

- match your goals with what the audience wants
- map the structure to achieve your outcomes
- design a really striking PowerPoint slide presentation
- engage your audience and win support.

**Part 2 is a single half-day of coaching in small groups one week later.** In the coaching sessions you can focus on your own specific personal goals. The coach and other members of the group will help you to overcome your worries and to develop your own personal presentation style. Our aim is to help you to *Walk your Talk*.

**The workshop leaders are John and Trudy Arthurs.** Trudy Arthurs is one of Northern Ireland's best known business coaches. She specialises in leadership development and women in business. John is a coach and trainer who specialises in helping mid-career engineers, scientists and other vocational professionals to achieve career success.

**Part 1 Training Full Day Session: Tuesday 2 March 2010  
9.00 am to 5.00pm  
(Lunch provided)**

*and either*

**Part 2A Coaching Half Day Session: Tuesday 9 March 2010  
9.00am to 12.00noon or 2.00pm to 5.00pm**

*or*

**Part 2B Coaching Half Day Session: Wednesday 10 March 2010  
9.00am to 12.00noon or 2.00pm to 5.00pm**

To ensure personal attention, the workshop is limited to a maximum of 16 participants. For the course to take place minimum numbers will apply.

**The Early Bird price is £245.00** if payment is received on or before **8 February 2010**. After this date the full price is £275.00.

The venue will be the **Malone Lodge Hotel**, Eglantine Avenue, Belfast

To reserve a place simply download and complete the application form overleaf and fill it in and post together with your cheque, payable to Dancing Leopards Ltd, to us at:

**Dancing Leopards Ltd, 23 Demesne Road, Holywood, Co. Down, BT18 9NB**

*or,*

To pay by credit card, phone or e-mail us for instructions on how to pay via the secure PayPal website.

**John or Trudy Arthurs at Dancing Leopards Ltd**

**Tel: 028-9042 6598**

**E-mail: [trudy@dancingleopards.com](mailto:trudy@dancingleopards.com)**



Discovering communications and leadership skills

## WALK YOUR TALK Application Form Course dates: 2, 9 & 10 March 2010

**Title:** (Mr, Mrs, Ms, Miss, etc)

**First Name:**

**Family Name:**

**Address:**

**Post code:**

**Phone:**

**Mobile:**

**E-mail:**

If booking through an organisation, **Organisation Name:**

**Organisation Address:**

**Special Needs** (if any):

**Payment – please mark your choice:**

- Cheque enclosed with completed form (payable to Dancing Leopards Ltd)
- Credit card using secure online PayPal service (contact us for instructions)
- To be paid by organisation on presentation of invoice (prior agreement needed)

Name & Title of person with budgetary authority:

Purchase Order No. (if applicable)

Organisation:

Invoice address (if different from above):

**For Part 2 - the Half Day Coaching Session - please give your preference in order (1,2, 3, etc):**

Part 2A – Tuesday 9 March 2010

- 9.00am to 12.00noon
- 2.00pm to 5.00pm

Part 2B – Wednesday 10 March 2010

- 9.00am to 12.00noon
- 2.00pm to 5.00pm



**Conditions:**

1. The number of places available on the programme is limited.
2. Your place on the programme cannot be reserved until we have received both payment and a completed application form.
3. Payment can be either online or by cheque or by request for an invoice to be sent to your sponsoring organisation. In the case of an invoice to your sponsoring organisation you must have prior agreement with that organisation. In the latter case your place on the course cannot be confirmed until the invoice is paid.
4. Your completed application and payment is only notification of your wish to attend. Immediately after receipt of your application and payment Dancing Leopards Ltd will send you an e-mail or a letter notifying you of whether or not a place has been reserved for you on the workshop. If you are offered a place and if it is still your intention to attend, you must reply accepting our offer as soon as possible. If we are not able to reserve a place for you on the workshop you will be notified as soon as possible and any payment will be refunded in full.
5. In the event that you cannot attend your payment will be refunded in full if we receive notification of your change of mind on or before 8 February 2010. Thereafter there will be no refund except at the Company's discretion.
6. When your application is accepted you will be sent notification and
  - a self-assessment test, the Personal Report of Public Speaking Anxiety, to help you and us identify and assess cases of extreme public speaking anxiety,
  - a scoping questionnaire to help us optimise the workshop to meet your needs and those of other clients as far as we can, and,
  - brief instructions on preparing a short talk which you may need to give in a real-life situation.You will need to allocate time to make these preparations before the first training day
5. During the workshop clients may disclose personal information about themselves. You are asked not to reveal potentially sensitive personal information about other clients outside the workshop.

I agree to abide by the booking conditions:

**Signature:**

**Date:**

**For more information, please contact: John or Trudy Arthurs at Dancing Leopards Ltd**

**Tel: 028-9042 6598**

**E-mail: [trudy@dancingleopards.com](mailto:trudy@dancingleopards.com)**