

## Presentations 2011

Durations are approximate and can be tailored to your event. Please see terms and conditions overleaf.

Sessions marked \*W are available in bespoke workshop form for in-house training, and those marked \*M are also available in our mentoring programme.

Topic	Content	Duration
Crisis Management	Some practical thoughts on operating crisis management for facilities managers including the lessons learned from a number of experiences of real life events, warts and all.	45 – 60 minutes
Team Building *W *M	Having built a number of successful teams over the past 20 years, what are the secrets? We provide an overview of some simple tools and behaviours that are at the heart of any great team.	45 – 60 minutes
Leadership *W *M	This presentation has similar content to the team building session, but is geared towards specific leadership behaviours.	45 minutes
Making things happen *W	Implementing strategy isn't always as easy as it looks. Many good strategies fall by the wayside and, sometimes, bad ones get implemented. This session looks at what goes into a good strategy and provides a toolkit that helps to make it happen.	45 – 60 minutes
How easy is it to buy from you? *W	Sometimes your processes, whilst making things easy for you, make it hard for your customers. Full of practical advice from a professional buyer, this session can be run for SMEs or for sole traders.	30 – 40 minutes
Presentation Skills	How not to use Powerpoint! A humorous look at getting your presentation right by exaggerating many of the common failings.	10 –30 minutes (flexible content)
Bid Management for sales teams *W	With the experience of having read and heard hundreds of sales pitches and presentations we provide some practical advice on how to make the best use of the opportunity to get you in front of the client and then to make best use of that time to make your pitch.	45 – 60 minutes
Bid Management for buying teams *W	How to write a good Request for Information or Tender. With the experience of having read and heard hundreds of sales pitches and presentations we provide some practical advice on how to make best use of the market place to get what you really need from your purchase.	45 – 60 minutes
Get the best from Networking	How to get the best from those networking opportunities. Covers both face to face and social networking techniques.	30 -45 minutes
Negotiation Skills *W	We all negotiate; within our families, at work and when out and about, but what are the basics? This session provides some practical advice on the essentials	45 – 60 minutes

## **Terms & Conditions of Booking**

### **Our Approach**

Our aim is to provide value for your event and audience.

As part of our commitment to making a difference in the community we will provide a speaker for presenting to events run by Not for Profit organisations, general business networking and social clubs, and professional bodies free of charge within a 50 mile radius of Swindon where one of our generic presentations is being given with slight modification to suit the audience or event timings. Outside of the local area we do ask that the speaker is compensated for their travel costs.

Where a presentation is required for a business or business led event we provide a tailored presentation so that the maximum value can be delivered for your audience. For these presentations a fee is charged which will be inclusive of the speaker's time, research and preparation and travelling expenses.

### **Free or Expenses Only Presentations**

Choose from the list and contact us with the date and time. If we can meet these we will confirm the event with you and ask for some background on the expected audience and your aims for the event. This will allow us to make basic changes to tailor the timing and content. If travelling expenses are to be charged then we will agree these with you in advance.

### **Business Bespoke Presentations**

You can choose a general presentation from the list or talk to us about something more specific. Contact us to make an appointment to meet and discuss your needs. There is normally no charge for the initial contact. Once we understand your aims, the size and makeup of the audience and the venue we will propose a presentation for you, agree date(s), timings and our fee. Your presentation can be either built from scratch or a modified version of a standard presentation according to your needs and budget.

Our preparation will usually consist of researching the presentation to deliver the best possible value to your audience and this normally involves us contacting a number of the people who will attend to better understand their issues on the topic.

### **Booking and Payment**

We ask for 50% of the agreed fee to be paid to secure to booking and to fund our research and tailoring of the material. On receipt of this payment we will confirm our participation in your event. Full payment is then due on the day. We offer a 10% discount where the full fee is paid at the time of booking.

In the event of a cancellation your deposit is non refundable, but can be held against running the event at a later date.