

Leadership & Management Development



1.7 High Impact Presentation and Communication Skills

The programmes within this Communication pillar are not “off-the-shelf” courses. They are designed as a menu of development options that can be combined, adapted and shaped to reflect what is really happening inside your organisation. What initially presents as a “communication problem” frequently turns out to be something deeper – a question of confidence, trust, conflict, influence or clarity of management.

These outlines are therefore best read as catalysts for discussion – prompts to help you reflect on how people currently communicate, where friction or misunderstanding arises and what kind of development will genuinely shift behaviour. In practice, the most effective solutions often draw on complementary elements from across our other pillars – Personal Development, Management and Leadership, Business Development and Senior-Level Leadership and Talent Development. Every intervention we deliver is built in partnership with you, around your culture, your people and the outcomes you need to achieve.

Course Overview

Presenting with clarity and confidence is an essential skill in today’s workplace. Whether speaking to clients, colleagues or senior stakeholders, the ability to deliver a compelling message can make a significant difference to outcomes.

This one-day programme focuses on strengthening message structure, delivery skills and audience engagement. Participants will learn practical techniques to communicate with impact, manage nerves and deliver presentations that hold attention and drive action.

Who Should Attend

Suitable for anyone who wants to improve confidence and effectiveness when communicating in:

- Presentations
- Team meetings
- Client and stakeholder interactions
- Public-facing or internal communication settings

Relevant across all roles and levels.

Context

Communication is more than delivering information. For many leaders, it is the moment where they win trust, inspire belief and gain commitment from the people who matter most. Yet presenting ideas in high-pressure environments often triggers hesitation, uncertainty and mixed messages.

Leaders need to speak with confidence, clarity and human connection, especially when the stakes are high.

At Expleo we help leaders develop communication that influences hearts as well as minds, strengthening presence and ensuring the message truly lands. This programme supports individuals to step forward with greater confidence and professional impact, enabling them to represent their organisation with authenticity and authority.

How Certification is Earned

Upon successful completion of this course, participants will be awarded a certificate of attendance from Expleo Academy.

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Course Objectives

By the end of the programme participants will be able to:

- Structure presentations for clarity and impact
- Speak with greater confidence and presence
- Use body language and voice to enhance delivery
- Create visuals that support rather than distract from the message
- Manage nerves using practical preparation techniques
- Respond to questions with professionalism and composure
- Adapt communication to different audiences

Course Outline

1. Understanding Your Audience

- Knowing what matters most to the people you are presenting to
- Tailoring communication to expectations and needs

2. Structuring Powerful Presentations

- Creating a clear opening, message flow and close
- Prioritising key messages to avoid overload

3. Enhancing Delivery Skills

- Effective voice control and pace
- Confident and purposeful physical presence

4. Managing Nerves

- Techniques to reduce anxiety
- Turning energy into positive performance

5. Visual Aids and Slide Design

- Designing visuals that support storytelling
- Avoiding common slide and media pitfalls

6. Handling Questions Professionally

- Techniques for responding clearly and confidently
- Maintaining message control under pressure

7. Adapting Communication Style

- Recognising different styles and preferences
- Flexing approach to build stronger connection

Training Methodology

A practical, supportive and interactive learning environment featuring:

- Presentation practice opportunities
- Facilitator and peer feedback
- Real workplace scenarios
- Group exercises and communication drills

Participants leave with tools they can apply immediately to improve impact and confidence.

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