



Delivering Effective Briefings and Presentations Training

One of Benchmark's key capabilities is the provision of briefing and presentational skills training for front-line managers across the Railway industry. We might not all be great speakers but we will help you to master this essential aspect of effective communications on the railway. We will use our extensive knowledge of railway operations and culture to provide you with experience of using a range of presentation media, from short oral impromptu presentations to formal multi-media presentations that really make an impact. At the end of the training course you will develop a Personal Action Plan to help you refine your presentation skills back in the work environment. We have trained over 26,000 railway personnel across a range of subject areas in the last three years and we have an intimate working knowledge of the special circumstances that railway personnel face.

The Benchmark Presentation Skills training course is for people who have little or no experience of making formal presentations or who want to really brush up on this key skill area. We will show you how to prepare for and conduct a presentation, and provide you with the opportunity to practice. Our tutor will provide feedback which will help you focus on key issues which will dramatically improve your presentation skills. Most importantly, presentation skills rely on confidence and experience and therefore we will provide you with a range of techniques to overcome your nerves and make your presentations high impact events.

The format of the Presentation Skills training course is highly interactive, with tutor-led sessions interspersed with individual and group exercises.

Course Content

- Understanding the essentials of good presentations - good and bad habits
- Planning what you are going to say - preparation is the key to good presentations
- Understanding the audience - what they want from the presentation
- Developing your voice - speaking with confidence
- Dealing with fears and nerves
- Building audience rapport - starting and finishing well
- Body language, eye contact and gestures
- Using visual aids - integrating with oral presentations
- Achieving buy-in from your audience - seeking and using audience feedback
- Personal development plan

All Benchmark trainers are fully trained, are PTS qualified and have the full range of interpersonal skills that you would expect for such an important role. The aim of our 'Delivering Effective Briefings and Presentations' training is:

“To provide railway supervisors and managers with the appropriate presentational skills to enable them to undertake professional briefings which gain the full buy-in of their audience”

What We Offer:

- Tailored training for all supervisory and management staff on the railway
- Training on or off-site
- Trainers who are carefully selected, qualified and experienced
- A 'Personal Action Plan' for each student

Why Benchmark Training?

- We are the only company currently delivering this complete capability on the railway
- We have an excellent track record with full references available
- Fully qualified, carefully selected and proven trainers with Rail Sector experience
- Our training programmes are certified to ISO 9001:2000 standards
- We are totally reliable and deliver outstanding value for money

If you would like more information on this course or would like to discuss your specific requirements, please contact us on:

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