

Training and Development Programme

September 2007

'Presenting with Confidence'

CFSR members, volunteers and advisors were keen to learn about the top ten presentation skills while attending a training course on presenting with confidence offered by Apex Scotland. As part of the training and development programme, this course covered key elements of delivering a presentation to an audience to enhance the individual's confidence and presentation skills. The group learnt about the following top ten presentation skills:

a. communication; b. planning; c. organizational; d. time management; e. resource management; f. research; g. sensitivity / diplomacy; h. creativity; i. listening; and j. humour.



The Group also learnt about mind mapping and the following top ten tips to "SUSTAINABILITY":

1. Plan for change 2. Identify strengths 3. Be contract ready 4. Make good contacts 5. Use full cost recovery 6. Market your services 7. Go for a quality standard 8. Keep others informed and involved 9. Evidence the need 10. Change takes time



Please turn over for newspaper coverage on the event