

# PERSONAL IMPACT

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## Course Aim

This one-day course aims to increase the participants' personal impact by giving a deeper understanding of the importance and qualities of clear and focused communication skills. The sessions will examine physical and vocal presence, and will equip the participants with the tools to communicate more effectively in a variety of situations such as: giving a presentation; staff briefings; attending meetings; networking events; interviews and appraisals.

## Course Components

### Voice and Physicality

- Establish the basic link between breath, thought and voice.
- Examine posture, body language and how it affects presence and impact.
- Learn relaxation techniques to help you when you are communicating.
- Practise articulation exercises to improve the clarity of your speech.

### Making an impact

- Develop an open style which portrays confidence and authority.
- Practise making an entrance and holding an audience's attention.
- Learn how to better engage an audience.
- Discover how the use of tone, the pause and emphasis to improve communication skills.

The sessions are highly practical and include theatre-based exercises.

Participants may be asked to make a short speech to the group at the beginning and at the end of the day. Each participant will receive feedback from the tutor, who will identify areas for further development.

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## Delegate comments

"Wonderful learning experience" Balfour Beatty Capital

"Fantastic! I would definitely recommend." Stalis Ltd

"RADA knows this business better than any facilitators I have met. Brilliant" Improvement and Development Agency

**Public Course Fee:**  
£625 + VAT per delegate

**Public Course Dates:**  
15 February 2012  
28 March 2012  
20 June 2012  
3 October 2012  
4 December 2012

**In-house Course:**  
(up to 8 delegates)  
£2,500 + VAT  
plus tutor/venue expenses  
where applicable

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Reg No. 3999577

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