

Convincing Presentations in English

Sway your audience with personality and structure

This program provides skills and tools that can activate your personal and professional presence to deliver convincing presentations in the English language. Attention will be given to the three V's of confident presentations: Verbal: the language you use, content preparation and structure Vocal: the sound, variety and believability of your voice Visual: awareness and effective use of your body language It is important to know how to transfer complex ideas and topics into a succinct and structured format which can be presented in an engaging manner, regardless if English is not your native language. The program will include informative lectures, ample time for discussion of issues, and hands-on presentation practice as well as movement, breathing and vocal exercises. You will learn to present with confidence, clear purpose and structure, and with vocal and visual impact to effectively inform, influence and persuade.

Content

Preparation for presentation: building your story

- The six V's of convincing presentations.
- Understanding the needs of your audience.
- Establishing purpose, central idea, structure.
- Four templates to structure your presentation.

Using body language effectively

- Effective eye contact, facial expression and gesture.
- Relaxed state for convincing presentations.
- Projecting your image.
- First impressions.

Engagement strategies for impact

- The dynamics of openings and closings.
- Engaging the audience through questions, activities and presence.
- Principles of audience attention and retention.
- Spicing up strategies using experiences, stories and convincing arguments.
- Tips for online presentations.
- Handling difficult questions.

Aiding your presentation delivery

- Developing and expanding breathing capability.
- Dealing with anxiety and stage-fright.
- Activating the voice: quality, variety, clarity and articulation.
- Relevant English phrases for presentations.
- Support through PowerPoint, data and visual aids.
- Four cores of your credibility.
- Process of visualisation for rehearsal and relaxation.

Presentation practice

- Three opportunities to make presentations.
- Professional feedback from trainer and participants.
- Handout material with tips, templates and ideas.
- Vocal and physical exercises to activate the body and mind.

Online Learning Platform

Once you have registered, you will be able to access your online learning platform, including extra materials for consolidating what you have learned.

Your benefits

- Deliver an impactful presentation to your chosen audience in English.
- Heighten your attention and awareness of your self-image and self-presentation.
- Enhance your ability to use your body language and voice to your advantage.
- Create a clear, focused and concise structure to organise your presentation.
- Have more clarity on effective use of data and PowerPoint to support your message.
- Increase your ability to communicate more effectively and influence or convince your audience to move and act on your ideas.
- Reduce nervousness and anxiety – and increase your confidence to achieve your objectives.

Methods

This training uses easy and effective techniques which are tailor-made for your business situations. Through physical and vocal exercises, role plays and presentations in front of the whole group you will develop self-confidence for presenting in English. The training is especially impactful if you are expecting (or expected) to make work-related presentations in the future. You will have the opportunity to make 3 short presentations videotaped using your handphone: the first is a simple baseline introduction, the second a first run of a work-related presentation, and the last a revised run. Much can be learned from viewing yourself on video and it increases your ability to improve. You can prepare notes and even some slides in advance if you wish, but it is not necessary, as there will be preparation time built into the structure of the workshop. This training builds on your strengths, encourages positive thinking and supports an effective learning process. Trainer and participant feedback follow all presentations. Please note that this is not an English language course.

Who should attend

Specialists, office worker and managers as well as project managers who need to present in English. All those who need to work in the English language in everyday business and have to make presentations within and outside of their organisation. Language competence should be intermediate or good.

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<https://www.haufe-akademie.de/seminare-lehrgaenge/trending-topics/open-badges>



Instructor

Bob Feldman

I enthusiastically help you heighten and resonate your presence and to express yourself with confidence and impact. At the same time, I guide you

Paul Walker

I worked as a global consultant and project manager in a big-4 consultancy firm for 10+ years. I managed large teams in the



into deeper self-exploration, looking at personal values and visions, reducing stress and increasing energy. We need a balance between the outer and inner, between productivity and empathy, between standing out and turning inwards with time for reflection. Born and raised in Chicago, I have lived and worked in Asia and Europe for the past 30 years, training and coaching individuals from all levels and all industries, informed and infused with my long experience as an actor, therapist and educator.



implementation of ERP Financial Accounting systems in collaboration with SAP. I have lived and worked in many countries and therefore had considerable experience in engaging and helping clients to fulfill their goals. Additionally, I am now a professional business skills trainer for the past 15 years, in the fields of effective communication, presentations, negotiations, business writing, intercultural awareness and time management. I speak 3 languages and represented the UK at global world championships at athletics.

Training details

Training in English | Präsenz

2 days

Limited number of participants

Dates & locations

21.-22.05.2026

Düsseldorf

Venue

Derag Livinghotel

Days & Times

Thursday, 21.05.2026

9:00 am - 5:00 pm

Friday, 22.05.2026

9:00 am - 5:00 pm

09.-10.09.2026

Stuttgart

Venue

Mövenpick Hotel Stuttgart Airport

Days & Times

Wednesday, 09.09.2026

9:00 am - 5:00 pm

Thursday, 10.09.2026

9:00 am - 5:00 pm

29.-30.10.2026

Hamburg

Venue

Best Western Plus Hotel Böttcherhof

Days & Times

Thursday, 29.10.2026

9:00 am - 5:00 pm

Friday, 30.10.2026

9:00 am - 5:00 pm

16.-17.11.2026

München

Venue

Steigenberger Hotel München

Days & Times

Monday, 16.11.2026

9:00 am - 5:00 pm

Tuesday, 17.11.2026

9:00 am - 5:00 pm

15.-16.03.2027

Frankfurt a. M./Oberursel

Venue

elaya hotel frankfurt oberursel

Days & Times

Monday, 15.03.2027

9:00 am - 5:00 pm

Tuesday, 16.03.2027

9:00 am - 5:00 pm

Current dates and further information can be found at www.haufe-akademie.de/9102

Participation fee

€ 1.540,- excl. VAT
€ 1.832,60 incl. VAT

The stated participation fee includes a group lunch per full seminar day, refreshments during breaks and extensive course handouts. The participant must settle accommodation costs directly with the hotel. Regarding the booking of the hotel, you will find a reservation form in your online learning platform.

Your registration options

Online: www.haufe-akademie.de/9102
E-mail: anmelden@haufe-akademie.de

Book your training course quickly and easily online. Please be sure to enter the name of the participant and the full billing address with telephone number and e-mail address.

In our Questions & Answers (FAQ) section you will find all the answers to the most frequently asked questions about our training courses:

<https://www.haufe-akademie.de/faqs>

You can also find our detailed conditions of participation on the Internet under www.haufe-akademie.de/agb or in the overall program.

You can find the complete data protection regulations at www.haufe-akademie.de/datenschutz.