



# Presentation Skills *Master Class*

**Wednesday 22nd September 2010**

**10:30am – 3:00pm**

**Kesgrave Community and Conference Centre**

**This Master Class aims to help managers develop their presentation skills:**

- Do you find presenting ideas and information to groups of people difficult?
- Are you sometimes unsure your presentations are fully understood by your audience?
- Are you always clear of the outcome you want to achieve from your presentations?
- Would you find learning new and different presentation techniques useful?

**If so this *Master Class* is for you!**

During the Master Class you will look at various presentation techniques, learn to consider your target audience and how to tailor your presentation so it is fully understood. You will also look at preparing for a presentation, identify your own strengths and weaknesses so that you can develop further in the future and learn some useful tips which you can use in your own presentations.

**The facilitator of this Master Class is Kassie Melnyk.**

Kassie currently works a consultant to the public and charitable sector and is an ILM qualified Executive Coach and Mentor. Kassie has over 25 years experience working in the public and non profit sector with much of that time spent at Senior Management and Executive level.

**Please note that places are very limited so book early to secure your place**

***If you are interested in attending this Master Class please complete and return the booking form over leaf.  
Please note there is a £30 administration charge for all delegates and a basic lunch is included.***

## Who should attend this conference?

- Health and Social Care Managers
- Employees wishing to progress to Management level in a Health and Social Care setting
- People responsible for in-house training in a Health and Social Care setting



## Registration Fee

Administration cost of £30 per delegate  
With basic buffet lunch included

## Venue

Kesgrave Conference  
and Community Centre  
Bell Lane  
Kesgrave  
Ipswich  
IP5 1JF

## Date

Wednesday 22nd September 2010

## Confirmation of booking

All bookings will be confirmed in writing.



## How to book

Please post this registration form enclosing a cheque for £30 per delegate to:

Unit 9, Norfolk House  
Williamsport Way,  
Lion Barn Industrial Estate  
Needham Market  
IP6 8RW

Please make cheques payable to:  
**Suffolk Brokerage Ltd**



Mr Mrs Miss Ms .....

First name..... Surname .....

Job Title .....

Organisation.....

Address .....

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Telephone..... Email.....

Please specify any special dietary or access requirements .....

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*For further information or for assistance with booking a place  
please contact the Suffolk Brokerage on: 01449 720400 or email [info@suffolkbrokerage.co.uk](mailto:info@suffolkbrokerage.co.uk)*