



**Want** to be heard?  
Is anyone **listening?**

Learn voice, presentation and media interview skills direct from the experts

## Voice and Presentation Training



Suzanne Evans worked for over ten years as a reporter and presenter on BBC Radio 4, Radio 5-live and the World Service. Colleagues proclaimed her voice one of the best in the business.

She blends this extensive broadcasting experience - and subsequent experience as a PR on the other side of the radio or TV microphone - with her skills as an after dinner speaker and classically trained singer, creating a unique approach to voice training. She tailors her training to suit the needs and abilities of individual clients and, while passing on advice to suit every situation, takes care to consider the circumstances in which her clients live and work.

She recognises that the voices and personalities of each person are different and should remain so. Her aim is not to produce 'voice clones' or teach elocution, but to encourage each individual to realise the potential and power of their own voice, enabling them to be the best speakers they can be.

She works with individual clients on a private, one-to-one basis, tailoring content to personal goals and delivers in-house, four-day courses to corporate clients to help meet organisational objectives.



## Corporate Voice and Presentation Courses are for up to six people at a time and consist of: -

### Pre-work

Each delegate prepares a five-minute presentation similar to one they may be called to deliver in the workplace.

### Day One

Introduction to the course; client presentations (videotaped for appraisal purposes only); how to structure speeches and presentations; evaluating and meeting audience needs and expectations; relaxation and breath control techniques; combating nervousness; how to actually speak, physically; using visual aids and dealing with questions.

### Day Two

One-on-one sessions working with individual delegates on areas of personal, specific need, such as confidence coaching; dealing with nervousness; timing; effective physical use of

the voice; breathing; personal presentation tips, etc. Also work on developing skills for specific workplace tasks. Homework according to individual progress.

### Day Three (one week after day two)

Second course of one-on-one sessions. Follow up on skills learnt previously and renewed focus on workplace application. Homework – to produce another final five-minute presentation.

### Day Four

Final client presentations (again videotaped for appraisal purposes) with Q&A; tools for performance evaluation – self and audience; group feedback; personal next-step action planning.

This programme equips delegates with the skills they need to continue to develop alone. However, additional one-on-one sessions are available on request either immediately, or at a later date.

## Media Interview Training



Trevor Barnes is an award winning journalist and reporter for BBC Radio. He reports for Radio 4's Sunday programme - which he presented for several years in the 1990's - and is now the presenter of BBC World Service Radio's flagship religious current affairs programme Reporting Religion.

In a career spanning twenty years he has worked in BBC and commercial radio and BBC television. For many years he was a current affairs reporter on Radio 4's You and Yours, The World at One, PM and The World Tonight. He has compiled and presented numerous documentary programmes for Radio 4 and anchored live discussions and outside broadcasts.

As a freelance feature writer he works for The Times, The Sunday Times, The Daily Telegraph, The Express, The Independent, The Mail, The Evening Standard and a number of magazines. He writes an occasional column for the Saturday Independent and The Church Times.

Trevor is the author of nine books - including two best sellers. He is working on a tenth.



## Media Interview Training is a one day course

The course consists of a mixture of theory and practice followed by practical experience in interviewing techniques. Introductory talks cover subjects such as what news is; what makes news; how you fit into the news process; what to do when a journalist calls; how to deal with the broadcast media; crisis management; etc.

Trevor Barnes comes equipped with professional radio and TV recording equipment and conducts as-live interviews touching on subjects both neutral and contentious. The idea is to put participants in a situation as near to real life as possible, subjecting them to a professional interview which is then played back to both the interviewee or the group.

During playback, session contributions are assessed and constructive suggestions for improvements made. Participants are taught how best to get their message across; how to stay on message; how to make their radio and TV appearances effective and memorable and how to master the art of the soundbite. There is training both in one-to-one recording and remote, down-the-line broadcasting.

As Trevor Barnes has worked at the BBC's Radio Training Department coaching trainee journalists in interview techniques, he is experienced in the broadcasting process from both sides of the microphone, ensuring he is in the best position possible to teach programme contributors how to make the most of their publicity opportunities.



Make sure your voice gets **heard**

Make sure your **audience listens**

Enjoy the **applause** you'll get for doing a great job

To arrange training or for further details, please contact

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