



- Course Title:** Speak-Up! Beginning Public Speaking.
- Your Motivation:** To deliver more engaging, enjoyable and effective speeches.
- Our Objective:** To develop strategies to help you overcome any fear of public speaking and deliver truly effective well planned speeches
- Who should attend:** Individuals or employees who may be required to give speeches and presentations. Anyone looking to improve their general self-confidence or communication skills.
- Duration:** 1 Day (09:30 – 16:30) Lunch and refreshments provided.
- Methodology:** Instructor led, presentations and examples with a strong emphasis on practical work and group feedback. Full course-notes provided.
- The Investment:** Just £99 p.p. fully inc. **Discounts for BNI & 4N Members!**
- The Result:** Improved performance through enhanced self-confidence and communication skills

## Course Description :

Whether it be business, pleasure or in our social lives it seems we are all required to speak in public more often nowadays.

This introductory course will benefit you if you have little or no public speaking experience. If you just want to learn how to calm those nerves and get yourself ready to speak in public this course may be all you need.

If you wish to develop your skills further this will serve as an excellent foundation for our more advanced seminars.

*You will learn how to:*

- Overcome public speaking anxieties
- Promote your business more effectively
- Organize and plan your speech
- Use gestures to enhance your performance
- Manage your speaking space
- Make the best use of your notes
- Use your voice for maximum effect
- Develop audience rapport

**And much more!**



**Your seminar leader Marc Lemezma  
Author & Prize Winning Speaker!**



**Spaces on each course are strictly limited to just 8 attendees to enable maximum participation and benefit for all - so book today!**

## Booking Sheet

Please write in BLOCK CAPITALS.

Course title: \_\_\_\_\_  
Course date: \_\_\_\_\_  
Course Fee: \_\_\_\_\_  
Full name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

Please send the invoice to (if different from the address above):

Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Please specify any special requirements that you may have (for example, access):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please specify any dietary requirements that you may have:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign below to confirm that you have read and agreed the 'Booking terms & conditions' as shown.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send your completed form along with your course fee payable to Marc Lemezma to  
44 Higham Close - Maidstone - Kent - ME15 6RA**

*Once we have received payment we will email you to confirm your booking.*

*If you have any other queries, please contact us on 01622 671 839*



Many thanks.

## **Terms & Conditions Of Booking For Seminars & Training**

### **General**

This agreement is for the provision of Training Services the details of which are laid out overleaf.

### **Modifications**

Modifications to the agreement and these conditions may only be made by mutual consent of The Client and Marc Lemezma

### **Deposits / Confirmations**

If a deposit or written confirmation is requested at the time of booking, then the booking will be held for 10 days after the date of this confirmation letter. After this time, it may be let to another client.

### **Fees & Payment**

The full fee for training may be made by cash or cheque payable to MARC LEMEZMA at the time of booking, unless specific terms have been agreed in writing.

### **Cancellation, Postponements & Transfers**

Should the client be unable to attend, they may, on confirmation with Marc Lemezma, transfer the booking to another individual or postpone training to a later date. Transfers for the same date incur no cost, however a fee of £25 is chargeable for Rescheduled bookings, which must be taken within 6 months of the original date. If the client does not attend within 6 months the booking will be considered cancelled and any deposit or fees are lost. In the even that the course date has to be rescheduled by the organisers, the client will be offered a preferential place on a future course.

Cancellations made more than 14 days prior to the training date will incur a charge of 50% of the full fee. If the cancellation is within 14 days the full fee is payable. In all cases the original client is responsible for settling the account.

The above arrangements can be made in writing, by email or by telephone but cannot be accepted on an answer phone and are effective once confirmed by Marc Lemezma

### **Photography / Video / Sound Recordings**

Clients may not take photographs, or make video/sound recordings during Training without the express written permission of Marc Lemezma. Any recording must be for private viewing / listening only.

### **Copyright & Use Of Materials**

All participants are provided with workshop notes and handouts to serve as a reference tool for use after the event. They cannot be used for cascade training purposes and/or copied. No handouts can be purchased separately and all the literature is covered by copyright. Reproduction of the handouts is not allowed without express permission of Marc Lemezma.

Marc Lemezma will not knowingly include copyrighted material for which it has no licence as part of the training or handouts.

### **Law**

These conditions and any entertainment that takes place under them shall be governed construed and shall take effect in accordance with the laws of England.