

## **Presenting...You!**

Presentation is an important part of the work environment today. Too many presenters spend an inordinate amount of time on the text and the media aspects of their presentation, only to find their message is lost.

Strong presentations benefit from attention to four main components:

- your personal energy
- visual aspects (anything your audience sees)
- your voice
- the text

When these elements are present and congruent, your message is complete and can be fully heard. Our commitment is to assist our clients in finding and expressing their unique 'voice' and dynamic message.

**If any of the following statements apply to you, you would benefit from our programmes. Have you ever:**

- seen how you actually look and sound (on video)?
- considered how you want to sound, and what impression you want to create?
- had trouble relaxing sufficiently so that you can be yourself in public, at meetings and interviews, thereby creating a strong impression and deliver a convincing message?
- identified the one thing you want your audience to take away from your presentations?
- considered the quality of your physical and vocal presence?
- shied away from speaking because you're afraid to answer questions in public?
- ever made a company template your own by adding elements unique to correspond with your style?
- possibly lost a job or a promotion because of your inability to present yourself effectively?

**In our work with clients, we pay close attention to:**

- your posture and physical presence
- breathing and healthy vocal technique
- expressiveness, communication, and presentation - using your personal strengths
- techniques that will help you be centred and focused.
- your ability to listen actively and attentively
- how you prepare and think about your presentations

**The benefits of being a strong communicator are multi-faceted and communicating with your unique voice will add:**

- skill and confidence to your encounters, both personal and group
- will add impact to your influencing skills
- opportunities for problem solving
- dimension to team work with those inside and outside of your immediate work circle

**Alchemy Programmes** offers alternative ways of working with our clients. Though the elements remain the same, we tailor our work to the individual or group that hires us. We look forward to hearing how we can be of service to you!

**Client portfolio includes:**

DuPont  
Rohm & Haas  
Givaudan  
BT  
Proctor & Gamble  
EMI  
Skandia  
Hewlett-Packard  
Marks and Spencer  
Institute of Management  
Kier Group  
Prudential  
NHS Trusts

**TESTIMONIALS**

“Meribeth has carried out training on both an individual and group basis for Skandia, and without exception everyone has agreed it was the most beneficial training they have experienced to help them improve as a presenter.”

John Litchfield, Skandia UK

“I am very grateful to you for helping me to overcome my fears and start to actually enjoy presenting. Thank you for caring about the 'whole' me too, as I now understand that all aspects of the person contribute to well being and self- confidence”.

Sandra Postles, HR Director,  
National Savings and Insurance UK

“Meribeth knows what whole person coaching really means -mind, body and beliefs. Leadership coaches typically lack the ability to work with the body and so miss opportunities to build confidence and personal power...”

Andy Binns, Head of Leadership Development  
BT Group

## **About:**

*Dr Meribeth Dayme*, director of The Alchemy Programmes, is a well-known authority on communication and the human voice, a performance coach, workshop leader, speaker, and author. A former university professor of singing and anatomy, her books, *Creating Confidence* and *The Performer's Voice* embody her mission to help those who appear in public feel free to be themselves and achieve maximum impact. In 2001 she was awarded the Van Lawrence Fellowship for contributions to the field of voice by the Voice Foundation and in 2000, the Human Communication International Award for contributions to communication skills.

Meribeth is the author of five books and has appeared on numerous radio and television programs including BBC and Sky TV. She has taught and lectured throughout the United States and Europe. She produced the inspirational audio CD, *Succeed*.

### **Free Chocolate Cake Ltd...**

...runs the Alchemy Programmes. It is a company devoted to transforming the way executives perform at work and in public. The courses give women and men the courage and tools to honour their innate gifts.

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