



# Supporting a proposal following a call for tenders

## Building and co-hosting a high-stakes presentation

### Objectives:

- Conveying professionalism, confidence and team cohesion
- Prepare key messages, adapting them to the issues at stake and the target audience
- Increase your impact by individually mobilising your ability to express yourself (physically and vocally)
- Tame your apprehensions

### Contents:

#### The keys to a high-stakes presentation

##### Building relationships from the outset

- Set the direction of the response in the light of the specifications
- Identify the actors, the targeted messages and the relevant illustrations
- Identify the messages and form to be conveyed visually
- Use briefing sheets
- Allocate and coordinate the various tasks

##### Engaging the audience

- Develop a clear, concise story that gets straight to the point
- Define a dynamic plan to capture the audience's attention
- Position yourself assertively: voice, posture, gestures, visual relationship
- Apply self-management techniques
- Create a dynamic by linking and relaying information between speakers

##### Practising for the big speech

- Managing exchanges and interactivity with the audience
- Responding to difficult questions and bouncing back
- Practising: dress rehearsal

**Duration:** 3 days divided into 1 + 1 + 1

**Public and prerequisites:** Directors, managers, teams of experts.

**Price:** Upon request

### Quilotoa learning method:

Based on theatrical techniques, active and practical, it aims to give each participant the autonomy that is essential for lasting progress. Theoretical points of reference, passed on interactively, complement the practical exercises to help participants grasp the material.

### Assessment:

**Ongoing assessment:** as the course progresses, during the various simulations.

**At the end of the course:** on a summary exercise.

**After the course:** via an online form.

### People with disabilities:

Our head office welcomes people with reduced mobility. For further information, please contact our disability officer : [n.barbey@quilotoagroup.com](mailto:n.barbey@quilotoagroup.com)