

# Vocals in Business

Maximising communication skills  
using your voice and body



Ever...got **tongue-tied** talking to a large group of people?

Ever...**lost your way** in your presentation with **mind-freeze**?

Ever...been tasked with a **presentation** and don't know where to **start**?

Ever...gabbled your speech **too fast** leaving your audience **dumbfounded**?

Ever...**struggled** to make yourself **heard**?

Ever...felt **ignored** in a meeting?

Ever...wished your **words** carried more **weight**?

Ever...lost sleep **worrying** about a **pitch**?

Welcome to  
Vocals in Business

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*We used to dread pitch presentations, often opting for excessive use of video to avoid speaking for too long. With Rachel's help and guidance, our team now delivers with confidence. The difference has been phenomenal.*

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## Vocals in Business

Our Vocals in Business courses will help you present with confidence in different settings – from conferences to committee meetings, from elevator pitches to exhibition environments. Use your vocal skills to inspire and influence your audience for maximum impact.

For information on pricing and how to book, please email, [Rachel.Ley@rlcuk.com](mailto:Rachel.Ley@rlcuk.com) or call, +44 7876 681939.

## Core Courses

1. Presenting with confidence
2. Handling nerves and positive personal projection
3. Vocal impact and creating drama
4. Better body language for business



A stylized graphic on the left side of the slide depicts a hand holding a microphone. The hand is rendered in white and light orange tones, with fingers curled around the handle. The microphone is represented by a series of white curved lines radiating from a central point, suggesting sound waves or a broadcast signal. The background is a solid orange color with subtle, overlapping circular and curved patterns in lighter shades of orange.

# Presenting with confidence

Enhance your presentation and presence skills for greater control and confidence.

## What will it cover?

### **Theory in five stages**

- Finding your authentic stage self
- An actor's method for managing nerves and anxiety
- The importance of relaxation to control your breathing
- Examining the impact of the words you use
- Creating a confident presentation style

### **Practical in five stages**

- Creating a presentation-ready body and voice
- Evaluating your body language and personal projection
- Pitch, placement, pace and pause in delivery
- Vocal impact and creating drama
- Connecting and engaging with micro and macro audiences



A stylized graphic on the left side of the page, rendered in shades of green. It depicts a hand with fingers spread, from which several curved lines radiate outwards, resembling a signal or energy field. The background consists of overlapping, semi-transparent green shapes that create a sense of depth and movement.

# Handling nerves and positive personal projection

Secrets from the stage. Discover how actors handle stage-fright while projecting both voice and persona.

## What will it cover?

### **Theory in five stages**

- Theatrical techniques for managing nerves and energy
- The importance of relaxation to control your breathing
- Using positive body language to defy inner turmoil
- Speaking 'up and out' to come across as you intend
- Evaluating vocal quality for better impact

### **Practical in five stages**

- Creating a presentation-ready body and voice
- Evaluating your body language and personal projection
- Practical techniques for improving vocal quality
- Better connection with micro and macro audiences
- Personal positivity – how to quieten the inner critic





# Vocal impact and creating drama

Learn the power of your voice to influence, inspire and engage your audience with a memorable performance.

## What will it cover?

### **Theory in five stages**

- Finding your authentic stage self
- The importance of relaxation to control your breathing
- Examining the impact of the words you use
- Speaking 'up and out' for greater drama
- Examining the power of storytelling

### **Practical in five stages**

- Creating a presentation-ready body and voice
- Evaluating body language and opportunities for physical drama
- Pitch, placement, pace and pause in delivery
- Practical storytelling; putting theory into practice
- The power and importance of rehearsal



A stylized graphic on the left side of the slide, featuring a hand with fingers spread, from which several curved lines radiate outwards, suggesting energy or communication. The graphic is rendered in shades of green and white.

# Better body language for business

Discover how to make the best first physical impression and use positive body language for better effect.

## What will it cover?

### **Theory in five stages**

- First impressions and how they can effect outcomes
- Understanding the impact of body language and vocal presence
- How to influence others through persuasive body language
- Speaking 'up and out' to come across as you intend
- Developing a confident and credible physical presence

### **Practical in five stages**

- Creating a presentation-ready body and voice
- Evaluating your body language and personal projection
- Aligning mind, body and voice for better pitch, placement, pace and pause in delivery
- Connecting, engaging and influencing your audience
- Handling the unexpected

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*The team LOVED your session as I knew they would! It pushed some out of their comfort zone but it was amazing to see how they changed and grew in confidence as the week progressed.*

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Each workshop is designed to run between three and six hours, depending upon the number of participants and desired outcomes. Ideal group size ranges from five to 20 attendees. Larger groups can be accommodated but a bespoke design would be suggested to cover larger numbers to ensure a level of individual attention and accomplishment.

## Meet your trainer Rachel Ley

An event by definition is a ‘happening’ and it is true to say that for a nervous event speaker, there is no more stressful an environment to be exposed to.

Informally, Rachel has been coaching business speakers using her theatrical training for years. She has seen the positive effect first-hand of breaking down what she calls ‘business-blandness’ by encouraging presenters (even the ones who are not nervous) to optimise the spoken word in an effort to access their authentic selves. Presenting, or telling stories, as she likes to talk about it is simply theatre in a different form. The use of the voice to enhance the business message has many benefits, both for the presenter and the audience, especially during this era of limited attention spans.

Added to this, the physical benefit of examining how stress affects the body and voice, most presenters feel more connected, more relaxed and more energised after a Vocals in Business workshop.

Rachel has a passion for education and in addition to running her event agency, she lectures event management around the world including the University of Surrey, Westminster University in London and the Event Business Academy. Her focus now is to develop Vocals in Business having delivered successful workshops for EY, Black Marble, Inntel and many others.

