





# Who is Present Perfect?

**Present Perfect is located in the world where soft communication skills must be taught to company employees.**

We have existed for over 10 years. We're small enough to treat every client like a VIP, but big enough to handle large assignments. We are not just a training company. We are specialised in everything that concerns communication and we practice this activity in all sectors.

That's why we not only teach public speaking, but we also take care of using this communication superpower in the leadership programs and team building events that our clients entrust to us.

Our menu is compact (only specialists are experts). Our training courses are pragmatic, dynamic and, emotion being the catalyst for memory, a little offbeat.

Present Perfect's methodology is tested in the field every day and updated regularly. Since its creation in 2012, Present Perfect has trained more than 10,000 executives, managers and entrepreneurs. We are proud to be:

- **Modern** Mentors in over 15 incubators and accelerators around the world, where we teach young companies how to present themselves to investors.
- **Fun** Because you don't need to take yourself seriously to do serious work. This is why our slightly funky pedagogy leaves an impression and helps better apply the tools over time. People remember the message more easily and for longer and are attentive during our interventions.
- **Focused on results** Satisfaction rate of 92.3% with 97.3% of people recommending our training



Our coaches are bilingual **French** and **English**, as well as fluent in other languages such as Spanish and Dutch.

All the trainings we offer can be done in person or digitally and can be personalised and adapted to your criteria.

Lastly, we are Qualiopi certified and used to working with OPCO.





### THE ANTIDOTE AGAINST BORING PRESENTATIONS

A training program born from years of battle-tested experience. It is the MVP of our public speaking training. In a world where knowing how to captivate a room or command a virtual meeting is crucial, this intensive training is the ultimate playbook.

Forget the days when public speaking felt like a root canal – our approach mixes real-world examples, hands-on practice, and interactive sessions, making for a refreshing take on public speaking. With top-tier content and a modern methodology, our mission is clear: to elevate your presence and make your presentations resonate.

#### OBJECTIFS

- Prepare and structure a message that is clear, adapted to your audience and impactful
- Master body language: facial expression, gestures, posture, voice, and the effective use of silence
- Manage stress and boost your presence
- Communicate with confidence and ease
- Create effective slides to help your message
- Captivate the attention of both online and offline audiences, leaving a lasting impression

#### FORMAT

*The content remains the same across all options.*

- 1 day (8h) or 2 days (16h)
- English or French
- In person or digital
- Individual or group

#### PRICING (prix HT)

##### In person

- 8h : €4,950\*
- 16h : €7,470\*

\*Price per group of 5-6 persons with 1 hour of individual coaching per person post formation.

##### Digital

- Group: €3,600
- Individual: €750

# Programme

An intensive one or two-day training structured around theoretical insights, practical exercises, group interactions, and personalised coaching

#### Structure and connect

##### The power of perception

- The importance of the first impression (we are seen before we are heard)

##### Who is my audience?

- Audience Audit
- Personal Win

##### The art of rhetoric

- Persuasion according to Aristotle
- Resonating with your audience using logos, pathos and ethos

##### Structuring your message

- The Presentation Plan
- The Little Black Dress (a research-backed model)
- Storyboarding your message

#### Charisma Academy

##### Elevate your presence using body language

- School of Perception
- Gesture Zones (PECS/CRISP)
- Oral Punctuation
- Individual rehearsals (filmed and coached)

##### Creating effective slides

*(video/masterclass)\**

- The different types of slides and how to use them
- Storyboarding your presentation
- The golden rules of slide design

*\*Note: In the 1-day format, this module is a 15 min video. In the 2-day format, this module is a 4h workshop with a graphic designer.*







**“SELF-MARKETING” IS NOT A “SIN” WHEN DONE WITH SINCERITY, GENEROSITY, AND AUTHENTICITY**

A training program for anyone looking to distinguish themselves and advance in their career, become ambassadors for their company, or cultivate their leadership skills. Whether they be an employee or an employer, participants learn to discover, strengthen, promote, and nurture their personal brand through five, free communication channels.

Designed as a step-by-step recipe, this training will help you cultivate a strong online and offline presence and leverage networks authentically through a fun and pragmatic method ensuring immediate results. Transform your professional profile and unlock the full potential of your personal brand!

**OBJECTIVES**

- Manage the image you project to others
- Understand how to leverage your personal brand at work (and why)
- Understand and use the 4 channels to build and promote your personal brand and professional identity
- Cultivate and expand your network effectively
- Become a true ambassador for your company

**FORMAT**

*The content remains the same across all options.*

- 1 day (8h)
- English or French
- In person or digital
- Individual or group

**PRICING (HT)**

In Person

- €5,190\*
- \*Price per group of 5-6 peoples with 1 hour of individual coaching per person post formation.

Digital

- Group: €3,600
- Individual: €750



# PROGRAMME

A cutting-edge one-day training with the latest in Personal Branding insights and trends, practical exercises, group interactions, and personalized coaching

**First impression matters**

- How to convey your personal brand through your image

**Networking**

- Mapping your network
- How to nurture and expand your network with generosity and transparency
- “Rejection Therapy”: a concrete method to develop self-confidence and boldness
- How to build relationships through interesting conversations

**Building your personal branding pantry**

- Your pantry provisions: define your core values, expertise and strengths, challenges and achievements, what’s your secret sauce...
- Create and find opportunities to diffuse your brand

- **Conclusion and Action Plan**  
How to boost your profile at work

**Cook content that looks like you**

- The market : how to find and broadcast interesting content
- The recipe to successful content
- Live Posting

***DID YOU KNOW?***

Studies show that individuals with a well-crafted personal brand are often seen as more trustworthy and capable - leading them to enhanced career opportunities. So, it’s not just about standing out - it’s about shining brighter in the eyes of those who matter!





### TAKING THE 'ASS' OUT OF "ASSERTIVE"

At Present Perfect, we champion assertive communication as the key to effective and healthy interactions. Being assertive isn't just standing your ground - it's expressing your ideas and opinions clearly, respectfully and confidently. We believe that the foundation of effective communication lies in self-awareness (a better understanding of our character, what motivates and blocks us - as well as those around us) and how we can adapt.

While we always strive to grow and improve at work, this training focuses on aligning actions with core values and goals without resorting to disrespect, attack or intimidation. Assertive communication is a must-have soft skill in a collaborate workplace of mutual respect and understanding, allowing team members to express their ideas and concerns without fear of judgment or reprisal.

#### OBJECTIVES

- Develop self-confidence as a skill.
- Identify different communication styles.
- Understand your own communication profile.
- Learn when and how to be assertive with confidence.
- Learn to handle difficult people and situations.
- Learn to say "no" in a positive and effective manner.
- Work on conflict resolution skills.
- Improve your personal profile at work.

#### FORMAT

*The content remains the same across all options.*

- 1 day (8h)
- English or French
- In person or digital
- Individual or group

#### PRICING (HT)

##### In Person

- €5,190\*

\*Price per group of 5-6 peoples with 1 hour of individual coaching per person post formation.

##### Digital

- Group: €3,600
- Individual: €750

# PROGRAMME

Finding the secret to a balanced communication through four dynamic work sessions, armed with practical tools. Tailored for everyone, from the shy office wallflower to those perhaps a tad too direct

#### A Clearer Sense of Self

- Where are you on the assertiveness scale : all self development begins with self understanding
- Values exercise: Identifying your core values and how to integrate them into your communication

#### Identify and own your natural communication style

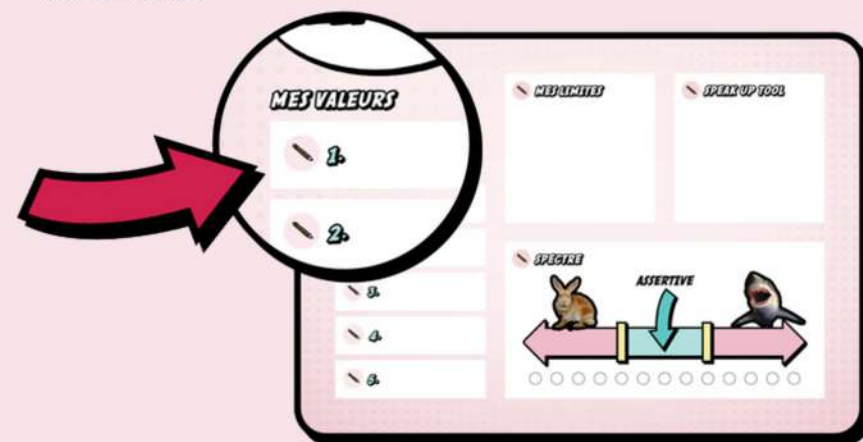
- The power of perception
- The four communication styles: aggressive, passive aggressive, passive, and assertive
- Discover your 'go-to' profile based on a prep questionnaire
- Introduction to objective perception and constructing your "self-map"
- The true definition of assertiveness

#### The ingredients to Assertive Communication

- Accountability and adopting a growth mindset
- Identifying and setting boundaries
- Having the courage to say "no"
- Using "I" statements
- Recognizing potential obstacles and red flags

#### Wearing your "Shark Suit"

- Assertive body language
- Disagreeing without being impolite
- Active listening and mastering non- verbal communication
- Putting theory into practice







**“The more digital we become, the more human we must be.”**

*Annabelle Roberts, co-founder of Present Perfect*

In the era of digital connectivity, remote sales demand a mastery of interpersonal communication. This training harnesses the emotional intelligence of sales teams as a practical tool, designing a customer experience tailored to the unique motivations of their clientele and fostering robust remote relationships.

In today’s sales landscape, success pivots on effective Clienteling—the art of adapting to clients and eliciting positive emotions that drive purchases. But how do you recognise these emotions for each customer? And, more importantly, how do you amplify the emotions that solidify their buying decision?

Empower your sales team with the skills to forge meaningful connections remotely and boost customer loyalty.

**OBJECTIVES**

- The importance of emotion in customer relations.
- The ins and outs of customer profiles using DiSC® and how to identify them
- Customer motivations and barriers
- How to adapt communication to each profile.
- How to use remote sales tools to nurture relationship and boost customer loyalty

**FORMAT**

*The content remains the same across all options.*

- 1 day (8h)
- English or French
- In person or digital
- Individual or group

**PRICING (HT)**

In person

- €6,500\*\*

\*Price per group of 5 people

\*\*includes a comprehensive and personalised DiSC® report for each participant, about 25 pages)

*Programme*

Create and nurture meaningful online customer relationships using emotional intelligence. Engage customer’s brand loyalty and boost distance selling.

**Prep** : Participants respond to an individually addressed DiSC® assessment

**Understanding the role of emotions in decision-making**

**Why do Customers Buy?**

- DiSC® and its different profiles
- Understanding what motivates or hinders a customer’s decision-making
- Capture signals: attitude, posture, body language, word choice (written, oral), syntax,..
- Discover your own DiSC® profile

**The Clienteling Toolbox:**

- **Passive tools:** verbal or behavioral signals that provide information about customer profiles. How to detect them? What to pay attention to?
- **Active tools:** finding behavioural responses in various situations with different customer profiles (coaching exercises)

**Tailoring your Sales Ceremony to Different Profiles**

**Best practices in non-verbal language**

- Adapting your sales ceremony based on “customers” you encounter
- Customised role-playing and body language coaching

**Distance Selling Set-Up**

- Applying the CLAP technique
- Live demos (with personalised coaching)

**Showcase and feedback**

**Post-training follow-up**

Online follow-up session giving participants the opportunity to debrief on successes/challenges so far, while showcasing their enhanced online demos for valuable feedback from both the coach and the group.







## AT PRESENT PERFECT, WE'RE ON A MISSION TO BANISH "DEATH BY POWERPOINT." FOR GOOD.

We've all suffered through presentations that could double as lullabies. A poorly designed slide isn't just dull; it's a potential hazard that can muddle your message and leave your audience scratching their heads. Our training offers a foolproof recipe for crafting slides that do more than just accompany your speech - they enhance it.

Learn how well-designed slides can be the secret sauce for startups securing funding, engineers explaining complex ideas, salespeople showcasing their offers, or marketing sharing a vision. Master the art of creating impactful and effective slides effortlessly. Here's to crushing boring and long slides—your audience deserves better!

### OBJECTIVES

- The importance of slides to your presentations and its message
- Understand when a slide is useful and why
- How to identify the type of slide to use for a certain message
- How to easily create each type of slide
- How to facilitate the understanding of complex data and ideas
- How to create effective, aesthetic slides that will enhance your public speaking

### FORMAT

*The content remains the same across all options.*

- English or French
- Digital : 4 hours in a group or individual
- In person : 8 hours in a group

### PRICING (HT)

#### In person

- €4950\*

\*Price per group of 5-6 people

#### Digital

- Group : €3600
- Individual : €750

## PROGRAM

A half-day training to understand the use of slides and learn to storyboard your presentation, make complex data speak, and build clean, aesthetic, and effective slides

### Understanding the use of slides for public speaking

#### What's a slide?

- Discover the origin of slides
- The difference between a document and a slide
- 1 idea per slide
- Emotion vs. information

#### Different types of slides

- Deciphering the 5 types of slides and their objectives
- Knowing when to use the right type of slide
- Storyboarding: the key tool for your presentation

#### PowerPoint Tutorial

- Our slide design experts share their pptx tips and best practices
- Using your new skills while still adhering to your company's graphic standards/charter

### Creating stunning slides that enhance your message

#### Ingredients for awesome slides

- The 6 golden rules of slide design
- Colors as catalysts of emotions
- Information hierarchy and using contrast

#### Data storytelling

- The rule of the 4 "S's" for data that leaves an impression
- Understanding the power and importance of data
- Mastering your data for memorable results

*Prep: each participant will need to choose a presentation (personal or from the examples we provide) that will serve as the basis for their work*





# Storytelling for Livestreamers

**WHILE TECHNICAL ASPECTS OF LIVESTREAM ARE CRUCIAL, IT'S THE "HUMAN" SKILLS THAT TRULY MAKE THE DIFFERENCE**

In today's livestreaming landscape, brands are still constructing their strategies and livestream personas. In mature livestream markets, robotic "buy! buy! buy!" livestreams are starting to all look the same. Present Perfect has condensed its 12+ years of experience teaching oral communication in luxury to building a Livestream Training which promises to:

- Elevate your brand:** weave your brand's narrative into every broadcast to captivate and emotionally connect with your audience
- Increase Engagement and Retention:** teach online talent to sell product but also tell stories and amplify their personal brand in order to create lucrative para-social relationships with viewers that incite them to buy
- Make it Personal:** tailored training sessions ensure alignment with your brand identity and livestream strategy.

**OBJECTIVES**

- Understand the "4 F's" of livestreaming
- Engage through storytelling
- Create loyal audiences who interact with the brands and products in a new way
- Learn to like livestream as an additional tool in the new commerce landscape that Covid has accelerated

**FORMAT**

*The content remains the same across all options.*

- English or French
- Group of 10 people in person
- Full day (8h)
- #Expresso Session (3h)

**PRICING (HT)**

- Full day €6500
- Expresso Session €4500

*\*Both formats include a Present Perfect Audio/Visual technician present, including lights, camera use, monitors, set up, take down*

# Programme

Live-streaming is e-commerce's fastest growing channel, but what is the winning recipe to cultivate livestream talent instead of paying KOLs? Present Perfect has found it

**Understanding the media of QVC and Livestream**

**The evolution of QVC: Past, Present, and Future**

- What is QVC and how Livestream replaced it
- The technologies making Livestream possible and the brands who are pioneering in this new commerce channel

**The Psychology of Livestream and "the 4 F's"**

- Friend: activating "para-social relations, to engage and increase loyalty
- Fable: crafting tales that resonate with viewers' dream lives
- Future: create scenarios that speak to viewers' aspirations
- Fear: create a sense of urgency and pressure to buy. FOMO, the ultimate motivator



**The recipe to a captivating Livestream**

**Concrete exercises tailored to brand values**

- Storytelling tools: analogy, metaphor, projecting a better future, rhetoric, etc.
- Applying "The 4 F's" on camera during livestreams with brand products
- Coach and group feedback
- Livestream Best Practices: rap

**Bringing your Livestream to life:**

- The watchful eye of a seasoned coach can make for more confidence on screen. This is why we dedicate a large portion of this training to practice and coaching







## WORKSHOP OBJECTIVES

### Structure a good pitch and write for oral presentations.

We all learned in school how to structure our documents and write to be read, but we were never taught to write to be heard. Writing for oral presentations has its own specific rules. Pitching, the purest and most engaging form of speech, requires a unique structure. At Present Perfect, we've modeled this structure, and its effectiveness has been consistently proven.

### Adopt the right posture and master non-verbal language.

What should you do with your hands in front of an audience? Should you stay still or move around? Is it better to make eye contact with everyone or focus on a few key people in the audience? How can confidence and charisma be projected? How can you project confidence and charisma? These are the questions that Present Perfect coaches will answer with practical, concrete advice that's easy to implement.



# LIFE'S *a pitch!*

"Life's a Pitch" is your VIP pass to mastering public speaking best practices—with a serious dose of fun. Designed for those craving immediate progress, this team-building workshop introduces a pragmatic method that elevates your pitch game while letting you experience the transformation firsthand. Watch as everyone goes from 'meh' to 'mesmerizing' in their next public speaking event!

## HOW DOES IT WORK ?

### 1 Brainstorming and writing

Divided into sub-groups of about 5, each team brainstorms on a pitch topic of their choice (or a theme decided on together beforehand). They have fifteen minutes to define their project and create a one- to two-minute pitch to defend their idea.

### 2 1<sup>st</sup> round of pitching

The pitches begin! Speakers take turns presenting their projects. Each speaker is encouraged, applauded, and filmed. Each presentation is analysed by the coach and given feedback. #ExpressoCoaching

### 3 Interactive masterclass

Participants learn how to engage the audience, navigate between ideas using rhetorical questions, and use stage space and body language to persuade, even in front of a challenging audience. Armed with constructive feedback and recommended improvements, each subgroup refines their pitch, and....

### 4 2<sup>nd</sup> round of Intensive Pitch Coaching

...it starts again! Each group pitches for a second time, benefiting from intensive coaching to perfect their presentation. Showcasing a clear «before and after» of their pitch. The contrast is always striking.

## FORMAT

Group up to 40 people

## DURATION

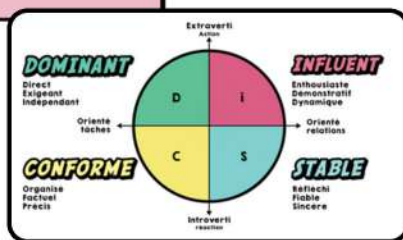
Available in either a 3-hour or 4-hour version, depending on the size of the group.

## PRICING (HT)

- 3h : €2,490 per group
- 4h : €3,000 per group







## WORKSHOP OBJECTIVES

- Recognise and value the mindset (with motivations and limitations) that come naturally in how we communicate.
- Understand the impact of your profile on your colleagues (the good, the bad and the ugly).
- Read the emotional and interpersonal needs of a situation and react appropriately.
- Improve interactions, productivity, and results by using DiSC® as a tool when interacting with colleagues and clients.
- Bring new responses to each situation that will take you where your instinctive responses might not.

*While our coaches are DiSC® certified, this workshop is not a DiSC® certification.*



# EMOTIONAL INTELLIGENCE

## Using DiSC®

Discover the power of DiSC®—your passport to boosting emotional intelligence without judgment. Gain a better understanding of what makes you and others tick. No pigeonholing—we wouldn't want that for ourselves, and we certainly won't ask it of you. Embrace the method that reveals how people are driven by different motivators and blockers. Decode the secrets of human behavior and learn how to adapt your own radio frequency to those of others

### HOW DOES IT WORK?

- 1 DiSC® Assessment**  
Before the workshop, participants will answer a DiSC® assessment to establish their go-to communication profile. A 15 min quiz followed by a 25-page detailed individual report
- 2 Discover the Different DiSC® profiles**  
Participants delve into the DiSC® method, gaining insights into their distinct communication styles, interaction preferences, and more. Unveiling unique profiles, participants recognize that communication isn't a "one size fits all" scenario. The DiSC® model, known for its simplicity and effectiveness, categorizes communication into four major styles driven by: Dominance, Influence, Steadiness, and Compliance. Each style is influenced by diverse behaviors and goals, highlighting the subtle dynamics of effective communication.
- 3 Applying the DiSC® model through practice**  
Each participant gains a better self-awareness and understanding of others, and learns to use highly practical tools to decipher profiles and adjust their behavior and communication, accordingly - promoting healthy interactions based on a genuine understanding of each other.

### FORMAT

Group up to 20 people

### DURATION

4 hours

### PRICING ( HT)

€3000 per group

\*Optional : detailed DiSC® profile report (25 pages):

- French : €150 per person
- English : €100 per person





# Individual Coaching

Personalised sessions tailored just for you...



*Short*

De 6 to 12 hours



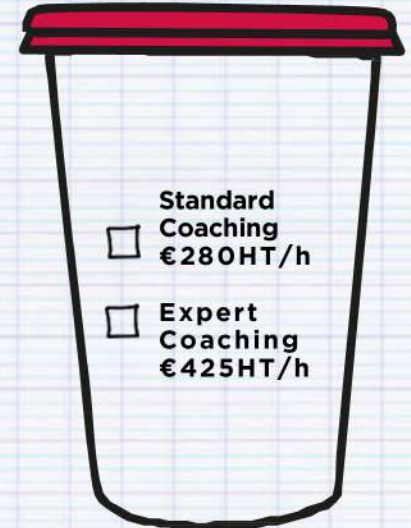
*Tall*

De 13 to 24 hours



*Grande*

De 25 to 40 hours



*Venti*

hours

Order what suits you best...



# Online Learning Library

100% soft skills, 100% digital, 100% human.

A complete library of soft skills trainings for the price of a single training!

In a world where time is a precious commodity and budgets are carefully managed, we understand the need for flexible and accessible learning solutions.

We have developed our very own online learning library—an invaluable resource designed to empower individuals and organisations alike.

[Request a demo](#)



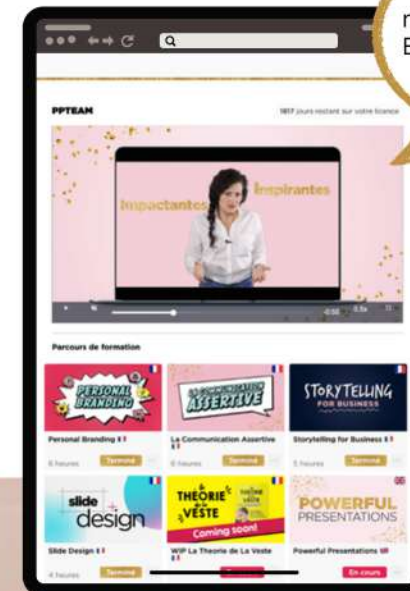
- **Full Access:** Unlimited access to our training catalogue.
- **Pedagogical Videos:** Dynamic, expert-led videos offering practical tools, delivered with a hint of sparkle for an engaging learning experience.
- **Interactive Exercises:** Hands-on activities designed to apply newfound knowledge to real-world scenarios.
- **Live Coaching Sessions:** Get answers to your questions, personalised guidance, and actionable feedback and valuable insight to enhance your skills.
- **Flexibility:** Learn at your own pace, on your own schedule.

**Pilot**  
**€349 HT**  
30-day access

- ✓ 1 training of your choice
- ✓ 1h of personalised coaching
- ✓ Available on computers, tablets, and smartphones

**Unlimited Access**  
**€449 HT**  
1 year access

- ✓ Access to entire online catalog
- ✓ 1h of personalised coaching
- ✓ Available on computers, tablets, and smartphones



Pssst... need more coaching? Enjoy the preferential rate of €199/hour!



# What our clients have to say about us...

*"Fantastic intervention at Ignition One! A perfect blend of theory and practice. The instructor is very professional and knows how to adapt well. There's also a great balance between theater (body/language management) and content/professional situations. Thank you!"*

**Léo Goldfeder**  
Programmatic Ads Consultant  
Ignition One



*"Before taking this training, our teams felt demotivated and overwhelmed at the prospect of contacting our customers outside of stores or showing our collections remotely. The Present Perfect team gave them the tools, energy, and confidence to contact our customers and maintain remote relationships.....allowing our teams to do what they do best through new remote channels."*

**Sales Manager for a luxury cosmetics brand**



*"It was absolutely fantastic!... dynamic and attentive coaches. The training materials and individual coaching sessions helped me make tremendous progress. You can go for it with your eyes closed! Happy learning :)"*

**Delphine B, Regional Manager for Dental Laboratories and Cabinets**



*"Present Perfect has provided our team with the tools and motivation they needed to quickly adapt their habits and skills to remote sales. We won't go back to the way we used to sell anytime soon, and Present Perfect has helped our team regain their enthusiasm and dedication to being able to do their job and interact with customers remotely."*

**Training Manager for a luxury watch brand**



*"We have repeatedly engaged Present Perfect to assist Kenzo and Givenchy employees with public speaking, aiming to bring dynamism, impact, and a focus on key messages to all our presentations. (...) Most importantly, they have significantly elevated the professionalism and impact of our employees!"*

**Isabelle Malichier**  
Marketing Director Travel Retail Europe  
Africa LVMH Fragrance Brands



*"I've learned so much during this training; I didn't expect that at all! My next presentation is going to be great."*

**Delphine**  
Customer Relationship and  
Experimentation Officer



*"I didn't even notice the time passing, unlike other training sessions I've attended where I couldn't wait for them to end!"*

**Angélique**  
Customer Service Manager



Scan the QR code to see our Google reviews!



*"In the context of a project I oversee, aimed at enhancing the digital skills of HR professionals, I found tailor-made support from the Present Perfect team. They listened to our needs and, with remarkable agility, provided the Group's employees with all the tools they needed to understand the importance of their own personal branding. Thanks to a modern, dynamic, and perfectly tailored training, each participant left not only with a smile and the feeling of having grasped how to better use their social networks, but also, and most importantly, with a set of 'ready-to-use' tools. I highly recommend it!"*

**Cyril Beauchais**  
Employer Brand Project Manager at Orange



*"Top-notch coaching! A learning experience conducted with great expertise, rich documentation, useful and concrete tips/tools, and above all: a very fun atmosphere!"*

**Carina Gradim**  
Cartier Fragrances at Globe Travel  
Retail





# Some Administrative Essentials...

## Training Beneficiaries

Our training is designed for anyone looking to enhance their ability to express themselves clearly, confidently, and persuasively. This includes but is not limited to:

- **Leaders** who need to effectively present their ideas and vision, motivate their teams, and convey information.
- **Executives** seeking to enhance their capacity to deliver clear and persuasive messages while representing their company, brand, or client.
- **Sales, Marketers, Engineers, HR, ...** Anyone who wants to improve their ability to persuade when presenting and boost their general communication.

## Prerequisites

Our trainings requires **no specific prerequisites** other than the willingness to learn and the courage to step out of one's comfort zone.

## Trainers' Profile

Our trainers consists of in-house coaches and high-level independent freelancers, **carefully selected by Present Perfect**. All profiles meet the minimum criteria:

- Bilingual (French-English).
- Highly educated (for salaried coaches).
- Individually trained by Annabelle Roberts, the agency's founder and creator of the Present Perfect methodology.
- Minimum of 3 years of experience in training/coaching.
- Minimum of 3 years of experience in the corporate world.

## Evaluation Method

The assessment of acquired skills is based on a written evaluation and an oral evaluation:

- **Written Evaluation:** a self-assessment is conducted before and after the training to measure participants' progress.
- **Oral Evaluation:** hypothetical scenarios and/or role-plays from each module are shared with the candidates. The coach will have a list of skills to check to ensure that the tools have been understood and correctly applied for each scenario. The examination is conducted live by the coach with each candidate.

## Organisation

**Online Learning:** Each session can accommodate a maximum of 5 participants unless otherwise specified. Training dates are chosen in collaboration with the client. Timetables are fixed for group training and are spread over 1 day or 2 half-days. Once the dates are set, our clients are invited to create an invitation to reserve the dates in the participants' calendars, while waiting for the appointment email, and then provide us with the participants' email addresses.

To access their training program, participants log in to the Present Perfect platform at <https://plateforme.present-perfect.fr> and enter their credentials. Live coaching is done via Teams; the link is sent to participants in advance.

**In-person Learning:** Each session accommodates between 3 and 5 participants maximum. Training dates are chosen in collaboration with the client. Timetables are fixed. Once the dates are set, our clients are invited to reserve the chosen time slots in the participants' calendars and provide us with their email addresses. Upon receipt, we send each participant their appointment email.

## Modality and access timeline

**You've decided our training/workshops meet your needs? Great !**

We'll thoroughly assess your needs and provide you with the best possible support. Following that, we will send you a recap email and quote. Once the quote accepted (signed quote or a purchase order number), our coordination and operations department takes over to set up the training, send out invitation emails, and all the necessary elements for the participants. A min. of two weeks before the start date is required to set up the training, allowing participants time to complete pre-evaluation forms, identify their specific objectives and receive the necessary materials to ensure they can complete their training under the best conditions.

## Access for disabled individuals

Individuals with disabilities wishing to participate in this training are invited to contact us directly to explore the possibilities for attending the training.





*And more ...*



