

## Presentation Skills

This 2 day programme will give you improved confidence in future presentations. The programme is very interactive, with the opportunity to present several times, and to apply the skills learnt during the programme. It offers simple, easy to use techniques, to help you harness your nervous energy and to get your message across memorably. It provides you with a structure so you can create impact in future presentations and be effective in achieving your outcomes.

### Programme Content

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|-------------------------------------|---|
| <b>Introduction</b>                 | <ul style="list-style-type: none"><li>• Setting personal objectives</li><li>• Good habits</li><li>• Bad habits</li></ul>  |
| <b>Your Presentation</b>            | <ul style="list-style-type: none"><li>• Deliver a short presentation</li><li>• Identifying strengths</li><li>• Identifying areas to improve</li><li>• Personal style</li></ul>  |
| <b>Planning Your Presentation</b>   | <ul style="list-style-type: none"><li>• Defining your purpose</li><li>• Defining your outcome</li><li>• Who are your audience?</li><li>• Which approach to use?</li></ul>   |
| <b>Structure Your Presentation</b>  | <ul style="list-style-type: none"><li>• Understand the learning styles of your audience</li><li>• Understand different sensory preferences</li><li>• Tailor content to the audience</li><li>• Making a strong opening</li><li>• The body of your presentation</li><li>• Closing effectively</li></ul> |
| <b>Your Presentation</b>            | <ul style="list-style-type: none"><li>• Deliver a short presentation using a strong opening</li><li>• Evaluation through group feedback</li></ul>   |
| <b>Dealing with Nervousness</b>     | <ul style="list-style-type: none"><li>• Using your nervous energy</li><li>• Identifying causes of fear</li><li>• Overcoming the causes of fear</li><li>• Techniques for dealing with nervousness</li></ul>  |
| <b>Presentation Delivery Skills</b> | <ul style="list-style-type: none"><li>• Improving your voice</li><li>• Speaking with confidence</li><li>• The power of body language</li><li>• Using confident body language</li><li>• Use of notes</li></ul>   |
| <b>When Things Go Wrong</b>         | <ul style="list-style-type: none"><li>• Techniques to deal with unexpected situations</li></ul>   |

## Programme Content Continued

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|-------------------------------|---|
| <b>Dealing With Questions</b> | <ul style="list-style-type: none"><li>• Managing the question and answer session</li><li>• Dealing with difficult questions</li></ul> |
| <b>Final Presentation</b>     | <ul style="list-style-type: none"><li>• Deliver final presentation</li><li>• Evaluation through group feedback</li></ul>              |
| <b>Continuous Improvement</b> | <ul style="list-style-type: none"><li>• Create an action plan</li></ul>   |

## Learning Outcomes

At the end of this course participants will be able to:

- Identify what works and what doesn't work in presentations.
- Structure a presentation using an effective introduction, body and close.
- Target the content of their presentation to suit the audience.
- Recognise and adjust to the learning styles of their audience.
- Deliver powerful presentations by using appropriate body language.
- Use strategies for dealing with unexpected situations.
- Manage a question and answer session.
- Deal with difficult questions.
- Continuously improve their delivery style.
- Feel more confident when delivering presentations.

## Duration:

2 Days

9am – 4pm

For more information, please contact



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