



CONFIDENT PRESENTATION SKILLS

A People Results' Workshop

OVERVIEW

Business presentations are invaluable opportunities to demonstrate our knowledge, expertise and experience. Achieving the desired results often depends on how well we present our case to a Board, to senior management or to a group of external stakeholders. .

Yet presenting to a group is very different to other ways of communicating our expertise. It requires more than a high level of technical knowledge; it demands that we have a strong command of verbal and non-verbal communication skills.

In the **Confident Presentation Skills** workshop, participants learn how to present calmly, clearly and confidently. Within a positive and encouraging learning environment, participants gain the practical skills to be influential presenters in real-world situations.

WHO SHOULD ATTEND

Executives, managers, professionals, business owners, consultants and others who are required to speak in public or present before a group.

KEY OUTCOMES

- How to take account of the audience's needs and preferences in the design and preparation phases.
- How to create a confident presence and energy to conquer performance anxiety.
- How to produce the required voice to be heard clearly.
- How to create an appropriate and logical presentation structure.
- How to engage the audience's attention and keep them involved throughout.
- Handling questions and proven techniques for audience management.
- How to support your main points and use visuals effectively.
- How to strengthen your self-belief and continue to improve as you gain further experience.

The Challenge

You have been called upon to prepare and deliver a speech or group presentation at short notice.

Your presentation must inform and influence members of the audience or group to embrace your strategies and solutions. So you will need to create an impressive presentation and develop the skills and self-confidence to deliver it in a memorable way.

Attend the **Confident Presentation Skills** workshop and gain the skills and confidence to be an impressive presenter. More information overleaf.

People Results

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WORKSHOP DESCRIPTION

Participants are involved in a variety of individual and group learning experiences in the following four modules:

Module 1: Preparing to Present

Managing the audience's impressions and participation, five ways to create a positive presence, voice production, breathing and building your self-confidence.

Module 2: Design and Development

The purpose and specific objectives, audience analysis, different structures, a versatile and simple presentation process, selection of content, use of language and communication devices, visual support, how to use PowerPoint to best effects,

Module 3: Delivery and Audience Management

Delivery options and comparisons, what causes "nerves" and techniques for controlling them, body language, timing and pace, observing and responding to the audience's mood and reactions, handling questions well, self-evaluation.

Module 4: Practice Presentation

With the support and guidance of the People Results' facilitator, each participant plans, prepares and delivers a short presentation. Constructive individual feedback is given on a three-fold basis: self, peers and facilitator.

INCLUSIONS

- Arrival tea/coffee, lunch, morning and afternoon teas
- All workshop materials
- Participant's Resource Guidebook
- Individual presentation DVD

FEEDBACK FROM PARTICIPANTS:

"Excellent day - gave me a lot of confidence and tips for future presentations. Plenty of opportunity to discuss the issues important to me."

"I have learnt many new skills in producing an interesting and informative presentation."

"I now feel more confident about this subject because we had it explained, then we were involved in doing it."

"Informative and practical. Very useful for my job."

"Provides a solid base from which to take on future presentation opportunities."

Telephone/Fax: **07 3910 1003**
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Win over your audience when you present with style and confidence.

Confident Presentation Skills

One-Day Workshop

To Register Your Interest :

People Results offers this Program on an In-House basis or as a public workshop at locations around Australia.

Please contact our Managing Director, Lynne Lloyd, to discuss your requirements.

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or

Email at

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Alternatively you may contact us via the People Results' website at:

<http://www.peopleresults.com.au/contact/>

We look forward to your telephone call or your email.