

Presentation Skills

Two Days



This course teaches people how to deliver logical and interesting presentations. During the workshop participants deliver several short presentations and receive feedback and coaching from the trainer.

Controlling your nerves

- Researching your audience and tailoring your approach to suit
- What to do with your hands and eyes to look confident when you feel nervous
- How to use pauses to add variety and heighten people's interest
- How to project your voice without shouting
- How to make the most of your natural style to deliver effective presentations

Planning your presentation

- 3 classic structures for a logical presentation
- How to choose a structure to match your objective and audience
- How to turn technical jargon and bureaucratic waffle into plain English
- How to grab people's attention in the first 30 seconds without telling a joke
- How to summarise key points and finish your presentation in style

Making facts and policies interesting

- How to develop *analogies* to help people understand complex ideas e.g. policies
- Why do people love anecdotes and stories?
- How to incorporate a *theme* to make boring facts relevant to the audience
- Cutting the waffle and staying focussed on your key message
- How to 'sell' a proposal by stressing benefits to the audience
- Learn the simple techniques used by all great speakers, from Churchill to Barak Obama
- The golden rules for using, handouts whiteboards and PowerPoint

Preparing PowerPoint slides (optional)

- What are the maximum lines per slide?
- How to 'break-up' presentations by shifting the focus of the audience
- How to use slides to *complement* what you say – instead of reading what is on the slide

Responding to difficult questions

- Why do people ask curly questions?
- The proven way to cope with 'going blank' (so the audience never knows)
- The 3 step technique for replying to any question confidently and respectfully.
- Learn how professional presenters buy 'time to think' under pressure.



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