

# Speaking confidently to groups

One Day



This course teaches people how to deliver logical and interesting presentations. The group is limited to 6 people to ensure each participant can ask questions and receive individual coaching.

During the session participants get feedback about their natural style and how to make this style effective, instead of trying to be someone they're not.

Participants need to bring along material to use in their presentation. For example, they could bring facts & figures, research, data, quotes or survey results that will help develop their argument.

## Controlling your nerves

- 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
- What to do if your mind goes "blank". A technique used by most professional presenters that is so effective the audience will never realise you were in trouble.

## Choosing the best structure

- 3 classic structures for a logical presentation
- How to choose a structure to match your objective and audience
- How to write an interesting opening and a 'polished' closing

## Preparing notes

- How to reduce masses of information into a concise set of notes
- How to keep your place, even if you drop your notes

## Adding interest

- Using *analogies* to help people understand complex ideas
- Why do people love anecdotes and stories?
- How to package your key messages so people remember them
- Techniques to help you come up with ideas and 'craft your story'

## Using props like a professional

- The golden rules for using whiteboards and projectors.
- The key to making PowerPoint presentations stimulating (and the common mistakes people make!)
- *Presentation Zen* - A simplistic approach to presentation design and delivery



1300 884 486

training@developingpotential.com.au  
www.developingpotential.com.au



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