
mastering Presentation Skills

PROGRAM OVERVIEW:

Presenting to a group is something that many people steer clear of. Yet we know that presenting information clearly and effectively is a key skill in not only getting your message across but in influencing others and building key relationships.

This one-day course provides participants with the tools and techniques that enable them to deliver engaging presentations. The course is highly interactive and there are many opportunities for participants to practice the learning throughout the day, putting theory into practice.

KEY LEARNING OUTCOMES:

- Define what makes a presenter engaging and memorable
- Identify the objectives and outcomes of a presentation
- Understand your target audience
- Determine the key messages in a presentation
- Discuss key adult learning principles
- Describe the VAK theory and how it can be best applied to a learning session
- Determine a logical structure for a presentation and understand the rule of 3's
- Articulate the 3V's of presenting and use this model to self-assess your presenting skills
- Describe the key elements of a dynamic introduction and conclusion
- Determine the best way to use visual aids when presenting
- Identify personal actions that will enhance your presentation ability



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WHO SHOULD ATTEND?

- This course is suitable for anyone who has a responsibility to present to small or large groups. Whilst it is highly relevant to those who have limited presentation experience, it is also applicable to individuals who are experienced and would like to refine their skills and explore further options for developing and delivering more engaging and memorable presentations.

PROGRAM INCLUSIONS:

- Training from an experienced presentation skills trainer
- Learner guide
- Pre and post course activities.

DURATION:

- 1x full day

PROGRAM PREREQUISITES:

There are no prerequisites for this course. Participants are advised to bring a relevant workplace presentation that they can focus on throughout the course.



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DETAILED PROGRAM OUTLINE:

Module 1: Introduction

- Activity: what makes a presentation memorable?

Module 2: Preparing to Present

- Clarify the purpose of your presentation – Audience WIIFM (what's in it for me?)
- Determine your objectives - factual and emotional
- What do you want your audience to do differently at the end of the presentation?

Module 3: Understand Your Audience

- Profile your target audience and accommodate their needs
- Explore core adult learning principles
- Cater to the 3 sensory learning styles (visual, audio, kinaesthetic)
- Determine your overall presentation structure (eg; Presentation tree)

Module 4: Engage Your Audience

- Create a dynamic introduction - using metaphor, personal stories, quotes and statistics
- Using visual aids effectively
- Make a powerful conclusion
- Getting your audience back

Module 5: Being An Authentic Presenter

- Overcoming nerves
- The 3 V's of presenting, Visual, Vocal, Verbal
- Platform Skills and Managing your body language. Neutral stance, eye contact and using gestures
- Vocal techniques and preparing your voice

Module 6: Give It A Go!

- Each participant delivers a short presentation
- Followed by facilitated feedback discussion

