

Duration 2 Days

TC1059

OVERVIEW



It is a myth that good presentations are made only by people an innate natural ability and *the 'gift of the gab'*.

Anybody can learn the secrets used by experts to become both competent and confident when speaking to either a large audience, chairing a meeting or making face to face presentations.

WORKSHOP OBJECTIVE

To provide participants with the conceptual framework, effective tools and techniques and the opportunity to practise and refine their presentation planning and delivery.

TARGET AUDIENCE

This workshop is designed for:

- People who conduct formal and informal presentations as part of their role.

PREREQUISITES

There are no prerequisites for attending this workshop.

PRE-COURSE WORK

Participants may be required to complete a pre-course presentation self appraisal and to consider particular areas for development.

LEARNING OUTCOMES & FACILITATION

Successful completion of this workshop will enable participants to:

- Carry out the necessary research and planning required for an effective presentation
- Write powerful, relevant presentations with appropriate delivery modes/aids
- Successfully manage both themselves and their audience
- Deliver effective presentations that are 'audience driven'.

Facilitators of this workshop will use a scenario-based delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience.

Participants' presentations will be captured on video tape during the workshop for the purpose of feedback.

14 PROFESSIONAL DEVELOPMENT UNITS (PDUs) AWARDED

PM-Partners is a Global PMI (Project Management Institute) Registered Education Provider.



Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 14 PDUs for their participation in this workshop.

DELIVERY

All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and/or individual instruction. Training is provided through hands-on learning, relevant exercises and the provision of a participant handbook containing training materials, tools, templates and checklists, ready for use in your next presentation.

Our participants are also entitled to complimentary telephone consultation/advice within 60 days of workshop completion.

ASSESSMENT/ASSIGNMENTS

Assessment of competence is established by observation of contribution and participation during case study exercises and group discussion.

Follow-up assignments are not part of this workshop offering, but may be estimated, designed and conducted upon request.

OPTIONS & CUSTOMISATION

Optional training modules may be added to this workshop:

- Additional day/s to cover more advanced aspects of communication, presentation and audience management and additional practical application exercises.

Or

This workshop can be condensed to one day based upon selected modules

This workshop may be cost effectively customised to your business environment using a workplace-based scenario or project.

Workshop Content Summary

(CONTENT INCLUDES INDIVIDUAL PRACTISE AND FEEDBACK SESSIONS)

- Gauging your personal presentation style & current skills
- Learning Styles – how this relates to presenting to adults
- Persistent presentation pitfalls
- Spontaneous presentations
- Preparation
 - Generating ideas
 - Avoiding information overload
 - Structuring your information
 - Visual aids
- Delivery
- Scripts & notes
- Managing nerves
- Question & Answer sessions within a presentation
- Effective communication skills for presenters
 - Dealing with difficult people
 - Active listening
 - Decoding and using body language
 - Assertiveness
 - Empathy
- Potent pointers for powerful presentations
- Tools to assist you
 - Using a presentation skills checklist
 - Using the presentation skills template