

Plan & deliver memorable presentations

Every time you present to someone it forms an impression, giving you the potential for gain or loss. Over time, if you maximise the number of positive impressions you leave when you present, it will give you an edge in getting others to act, and in producing the outcomes you want.

This presentation skills training course will enable you to be perceived as articulate and competent – through how you plan and deliver presentations.

Course content

This one day presentation skills workshop covers the following topics:

- How to handle presentation fears and nerves
- How to understand your audience
- How to structure any presentation
- Using your audience understanding to form the key message you want the audience to retain and/or act upon
- How to be memorable
- How to open, connect and close powerfully
- How to look and sound confident
- How to handle questions and think and speak on your feet
- When and how to use, and not use, PowerPoint

Course outcomes

By completing this presentation skills training course you will:

- Improve your skill in handling presentation fears
- Improve your technique in understanding your audience, and in forming the key message you want the audience to retain and/or act upon
- Improve and have a variety of methods on how to open a presentation, connect with an audience, and close powerfully
- Improve your skill to look and sound confident and to be perceived as articulate
- Improve your skill in handling questions, in thinking and speaking on your feet, and in being perceived as quick in thought
- Discover the key idea/technique(s) you need to develop after the course, to reinforce your new learning

About your workshop leader:

Leading body language and speech expert, senior executive coach, pitch consultant and media commentator, Michael Kelly will be your workshop leader.

Michael holds a Master of Science degree in speech pathology and has a long track record of helping senior executives improve their personal communication impact and influence. He makes the learning of powerful communication techniques an enjoyable process. Michael's clients include Commonwealth Bank, Transgrid, Tableau Australia and the University of Sydney.

Please contact Michael Kelly about the workshop on: 0418 215 049;
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