



Presenting for Results

Duration: 2 days

“ PM-Partners have been leaders in training and professional certification for over 20 years.

Our trainers are highly qualified, practitioners in their chosen fields. ”

Overview

It is a myth that good presentations are made only by people with 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 a large audience, chairing a meeting or delivering face-to-face presentations.

The aim of this course is to provide participants with a conceptual framework, effective tools and techniques, and the opportunity to practice and refine their presentation planning and delivery. Its design supports real business presentations and can be adapted to actual presentations the students are scheduled to deliver.

Topics are addressed using interactive learning techniques which ensure that knowledge is transferred in an enjoyable and stimulating environment.

Sydney

Level 2, Bank of NSW House
228 Pitt Street
Sydney NSW 2000
P: 1300 70 13 14
www.pm-partners.com.au
info@pm-partners.com.au

Melbourne

Saxons
Level 8, 500 Collins Street
Melbourne VIC 3000
P: 1300 70 13 14

Singapore

20 Bendemeer Road #03-12
Singapore 339914
P: +65 6818 5771
www.pm-partners.com.sg
info@pm-partners.com.au

Course Objectives

By the end of this course, participants will have the ability to:

- » Differentiate between effective and ineffective presentations
- » Adequately prepare for their own presentations by carefully considering their objectives and desired outcome(s)
- » Adjust their presentation style to suit the audience
- » Make effective use of the time allocated to present key points
- » Use appropriate audio-visual aids to enhance their presentations
- » Approach question and answer sessions with confidence
- » Close their presentations on a strong, positive note

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Who should attend?

Participants who will gain the most from participation in this course are:

- » Managers and staff who have not yet undertaken formal presentation skills training, or those who are interested in a refresher.

Prerequisites

There are no formal prerequisites for this course.

Course Summary

Preparing to present

Examining your personal presentation style. Delivering spontaneous presentations. Presentation pitfalls. The three-step approach to preparing a presentation.

Defining presentation objectives

Generating ideas. Writing a presentation. Brainstorming and mind mapping.

Planning the presentation

Structuring and streamlining the information. Effective openings and endings. Using visual aids. Organising the presentation session.

Delivering the presentation

Maximising audience engagement. Developing a partnership mindset. Finalising your presentation.

Maximising your communication

Active listening and decoding body language. Using assertiveness. Group versus individual presentation delivery. Presentation skills checklists and templates.

Course Delivery

Trainers of this course will use a practical delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience. Trainers will also draw heavily upon the experiences and challenges of the individual.

Participants will be actively engaged in undertaking a series of structured and unstructured presentations which will support a 'learning by doing' approach to knowledge assimilation and transfer.

This course can be held on-site or at our premises. All courses can be customised to suit your requirements using appropriate and relevant scenarios from your specific workplace/organisation. The course may also be increased to 2 days upon request.

Materials: A comprehensive participant handbook is provided.