

Academy of Training

Presentation Skills Workshop

Overview

If we are to be successful in today's competitive business world, it is essential that we are able to get our message across effectively in a variety of situations. We must be able to present ourselves, our organisation and the services we provide with confidence and style.

We must also have the flexibility to adapt to both formal and informal settings, handle both large and small groups and most importantly, meet the needs of our audience.

How we do this is critical to our success since everything about us - our voice, our mannerisms, our clothing - consciously and subconsciously influence both current and potential users of our services or skills. A simple inflection in our voice for example can convey a positive or negative message. Our body language and other non-verbal communication will either enhance or diminish what we say.

Objectives

The aim of this two-day workshop is to assist participants in developing all the skills necessary to make successful presentations to groups through presenting themselves, their ideas and their organisation with confidence, style and flair.

Method

The workshop is highly participative and includes peer review and specific feedback based on presentation structure and style.

Content

The topics covered in the workshop include:

- Self awareness and confidence building
- Clarifying your objectives and audience needs
- Selecting the best presentation method
- Working to a structure
- Rapid preparation techniques
- Getting the body language right
- Choosing the delivery style that suits you best
- Making your voice work for you
- How to involve your audience
- Using PowerPoint, visual aids and handouts effectively
- Presentation traps and pitfalls
- Handling questions and objections
- Dealing with nervousness positively
- Off the cuff and impromptu speaking
- Giving your presentations life and vitality
- Technology overview.

Academy of Training
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