

Public speaking and business presentations made easy

Most people rank public speaking high on the list of things they don't like to do. One of life's terrors for the uninitiated is to be asked to make a speech but making presentations is an unavoidable part of business life. If speaking to a group terrifies you, or if you lack the skills and confidence to make an effective presentation, this program will provide a supportive environment to help you develop your delivery skills and overcome some of the natural anxiety associated with speaking to a group.

After completing the program, you will be able to:

- prepare a well structured and engaging presentation
- apply the principles of communication to make dynamic presentations
- deliver a persuasive presentation
- select the right communication style and technique to suit the occasion or situation
- use visual aids to enhance your presentation skills
- demonstrate a practical application of the presentation skills course.



Target audience:

The program caters for people who have limited experience at public speaking, or presenting at meetings, but who know that job or social success depends upon their ability to present their ideas.

What's included?

In-house training at a time to suit you
Instruction by an expert facilitator
A highly interactive and supportive workshop tailored for your organisation
Participant workbooks
Personalised certificate of completion

To book this workshop or for more details on how Learning Insight can support your organisation contact : Liz Paine

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Topics to be explored include:

- ▶ **Realising your potential**
- ▶ Why people fear speaking in a group
- ▶ **Preparing your content**
- ▶ Analysing your audience and purpose
- ▶ Getting your thoughts together -
- ▶ Elements of an effective speech or presentation
- ▶ Writing a presentation to maintain interest
- ▶ **Presentation skills**
- ▶ How to overcome nerves and anxiety
- ▶ Building rapport and gaining credibility
- ▶ Maintaining audience interest
- ▶ Preparing and using notes and visual aids
- ▶ Common ways to remember your material
- ▶ Non-verbal communication
- ▶ How to avoid distracting mannerisms
- ▶ Freeing the natural voice
- ▶ How to gesture effectively
- ▶ How and when to use humour
- ▶ Handling the dreaded question and answer session
- ▶ Handling difficult people and situations