

## Presentation Skills

The program fee includes:

- Printed materials
- Tools and Strategies
- Workshops

|                    |                                   |
|--------------------|-----------------------------------|
| <b>Time</b>        | 830am – 430pm                     |
| <b>Facilitator</b> | The Centre for People Development |
| <b>Location</b>    | TBC                               |
| <b>Price</b>       | \$2,250                           |

Rates are for up to 16 participants  
\*(venue and catering costs not included)



## Presentation Skills

### Overview

This one day workshop gives you the techniques to develop an effective and powerful presentation - to get good and then get better. You don't have to be excellent or outstanding - just be good and you will stand out from the rest. These techniques are equally effective with an audience of one or an audience of hundreds.

In every organisation today more and more people are being asked to present their message and yet there is a critical shortage of good presenters. So why not get the skills under your belt and become a valuable asset to your organisation and yourself! Good speakers are **made not born**. Speaking and presenting skills are learned through desire, effort and practice, practice and more practice. Presenting is about communicating and good communicators can persuade, entertain, instruct, inspire, and inform. You can be one of them.

### Outcomes:

- Demonstrate highly effective communication skills as a speaker and in use of effective visuals
- Show improved confidence as a presenter
- Utilise presentation check lists and other tools to apply to the preparation and delivery of effective presentations in a variety of settings

### Content:

- Establish expectations and outcomes
- Key principles of great presentations
- Planning for effective presentations
- Identifying key messages
- Developing content
- Dealing with nerves once and for all
- Using visuals
- Mastering the technology
- Feedback and debriefing
- Presenting brilliantly

### Competencies/skills developed:

- Planning
- Effective communication skills
- Use of effective visuals
- Critical listening
- Giving and receiving feedback
- Analysis and debriefing

This program can be adapted to include assessment and national accreditation for the unit of competency: BSBCMM401A: Make a Presentation

### CONTACT

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