

**STRATEGON**

COMMUNICATION AND PRESENTATION SKILLS

Course Overview

This training program is designed to provide participants with a wide range of practical, proven ideas - to build their skills and confidence to deliver business presentations that are informative, interesting and supported by visuals. Staff will be provided with video feedback during the program.

Learning Outcomes

At the end of this training participants will be able to:

- Plan and prepare an effective presentation within a set time frame
- Know the verbal language to use when you want to influence those you are presenting to
- Apply influence patterns during presentations
- Speak clearly and confidently in both prepared and impromptu speaking situations
- Develop personal presentation skills including gestures, audience involvement and the use of analogies
- How to influence senior decision makers in one on one communication
- Use of different types of visual aids
- Use different presentation styles for different sized groups
- Knowing your audience
- Develop a personal action plan

Key Topics

- Choosing the right structure for your presentation
- The use of presenters notes while speaking
- Checklists for presenters - what needs to be organised
- Tips for reducing anxiety and nerves at the start of a presentation
- Using your body to convey points and energy
- Tips to stimulate interest in the audience
- Handling audience questions and responses
- How to use PowerPoint, Overheads, Whiteboards and Flip-charts
- Different presentation formats 1 on 1, 1 on 3 (small group meetings) and one to a large group
- Participants will practice and deliver presentations during the workshop that will be videoed with feedback from the trainer

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