

PRESENTATION SKILLS

Presenting to an audience of any size can be daunting to most people but is a necessary skill for Leaders and Managers who deal with internal and external stakeholders on a regular basis. This course offers a range of strategies to maximise success in presenting to groups as well as offering a safe learning environment to practice techniques.

Participants will learn how to prepare and design a presentation, make the most of their voice and body language when delivering a presentation, as well as methods for handling anxiety and nerves so that they can deliver with confidence and professionalism.

Participants will be required to deliver two, filmed presentations during this course. Participants will review their first filmed presentation and be given constructive feedback from the facilitator before then preparing their second presentation. This will provide the participants with insight into how they visually present, their body language and mannerisms, and an immediate opportunity to improve.

COURSE AGENDA

- Preparing and designing a presentation
- Creating effective slides and presentation materials
- Preparation and rehearsal techniques
- Vocal qualities and body language when presenting
- Handling anxiety and nerves
- Tips for ensuring the success of a presentation

COURSE DETAILS

Delivery duration	1 day course
Delivery style	Face-to-face workshop facilitated by an Accrete team member including: presentation and facilitated discussion.
Location	Venue to be provided by the client.
Cost	\$2,640 regardless of participant numbers. Course materials are provided by Accrete at a cost of \$25 per participant.
Participant numbers	Maximum: 12
Tailored option	Yes. Please contact us to speak with a facilitator. To provide a tailored course we will generally meet with you to discuss your needs, the specific outcomes you are seeking, and to identify any relevant policies or procedures that should be referred to during the workshop. Tailoring of workshops incurs a development cost. Our facilitators will be able to provide you with a quote for these costs once the range of required tailoring has been determined.

November, 2018