

WORK READY NQ

DYNAMIC PRESENTATION SKILLS TRAINING WORKSHOP



OVERVIEW

Dynamic presentation skills are arguably one of the most valuable workplace skills you can possess. Being able to present clearly, with energy and authority, promotes self-confidence, saves time, energy and stress, adds to professional credibility, and enhances your promotional and career prospects. This dynamic and engaging workshop will teach you how to apply strategies and tools to analyse, plan, design and deliver your presentation clearly and with confidence and authority. You will also learn how to manage any communication barriers and read and engage with your audience more effectively. The following topics are covered:

- Analysing and planning of presentation
- Designing and writing of presentation
- Key elements in presentation delivery
- Body language
- Creative digital presentations
- Managing audience reactions, and handling questions

OUTCOMES

After completing this workshop, you will be able to –

- Analyse your presentation goals and plan your presentation
- Structure, design and script your message in order to meet your presentation objectives
- Create outstanding, engaging and impactful digital presentations
- Deliver exceptional, audience-focussed, results-driven presentations
- Apply strategies and techniques to eliminate, reduce, or manage any communication barriers or presentation problems
- Manage audience reactions and handle questions effectively, confidently and authoritatively

WHO WILL BENEFIT FROM THIS WORKSHOP?

Employees who need to develop or enhance their presentation skills for work in order to do their job more effectively.

FORMAT AND DELIVERY

This workshop consists of a blend of trainer-led instruction, facilitated break-out groups, practice presentations, interactive video/audio instruction, and personalised feedback on presentations.

- Full 2-day training workshop
- Engaging, hands-on, practical activities
- Intensive, face-to-face facilitated training sessions
- Opportunities to present (bring a presentation with you)
- Small groups (minimum 4, maximum 12)
- Location – Townsville (on-site or off-site)

WORKSHOP INCLUSIONS

- Training Workshop Outline
- Participants Training Workbook
- Templates & Checklists
- PowerPoint Slide Presentation (digital and hard copy)
- Certificate of Completion
- Facilitated training sessions by experienced, qualified trainers

COST AND PAYMENT METHODS

\$450/person

Payment by Debit Card, Credit Card or PayPal, two weeks prior to workshop