

PRESENTATION SKILLS TRAINING

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COURSE LENGTH: 2.0 DAYS

Delivering a brilliant presentation needs effective planning, choosing the right delivery method, outstanding content, use of technology and communication skills.

The PD Training Presentation Skills Training Course provides in-depth knowledge and skill building in the planning, preparing and delivering of an engaging presentation. The use of the specific tools and techniques for presentation creation and delivery enable you to give powerful presentations every time.

This practical and engaging training course is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

Please click on the Public Class tab below to view our Presentation Skills Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

PRESENTATION SKILLS TRAINING COURSE OUTLINE

FOREWORD

Good information, great ideas or the best proposal only gets you half way. To be a successful professional presenter you need to be able to capture your audience and take them on your journey using effective presentations.

Positioning yourself and your ideas in a consistently positive and professional manner enables you to make a professional impression — the first time and every time. Raw information is logical but being logical does not capture anyone's attention for too long. Persuasive presentations start with raw information, opinions are added, coloured with imagery, and given personality. The more of the mind you tickle, the more retention and motivation you reap.

The PD Training **Presentation Skills** Program will teach you how to prepare quickly, utilise the best method for delivering your message, and maintain audience interest at all times.

OUTCOMES

After completing this course participants will be able to:

- ▶ Learn to design effective & engaging presentations
- ▶ Select the most suitable delivery method based on the audience, the environment & the message being delivered
- ▶ Master powerful & effective verbal & non-verbal communication techniques
- ▶ Gain insight into effective techniques for calming nerves
- ▶ Learn to create fantastic flip charts to support the key messages
- ▶ Create compelling PowerPoint presentations
- ▶ Learn different tools to add diversity & interest to engage an audience
- ▶ Learn to pump it up a notch to deliver higher energy presentations

MODULES

Lesson 1: Creating the Program

- ▶ Performing a needs analysis
- ▶ Writing the basic outline
- ▶ Researching, writing and editing

Lesson 2: Choosing your Delivery Methods

- ▶ Basic methods
- ▶ Advanced methods
- ▶ Basic criteria to consider

Lesson 3: Verbal Communication Skills

- ▶ Listening and Hearing: They aren't the same thing
- ▶ Asking questions
- ▶ Communicating with power

Lesson 4: Non-Verbal Communication Skills

- ▶ Body language
- ▶ The signals you send to others
- ▶ It's not WHAT you say, It's HOW you say it

Lesson 5: Overcoming Nervousness

- ▶ A Word from the boss
- ▶ Preparing mentally
- ▶ Physical relaxation techniques
- ▶ Appearing confident in front of the crowd

Lesson 6: Creating Fantastic Flip Charts

- ▶ Required tools
- ▶ The advantages of pre-writing
- ▶ Using colours appropriately
- ▶ Creating a 'Plan B'

Lesson 7: Creating Compelling PowerPoint Presentations

- ▶ Required tools
- ▶ Tips and tricks
- ▶ Creating a 'Plan B'

Lesson 8: WOW your Audience with the Whiteboard

- ▶ Traditional and electronic whiteboards
- ▶ Required tools
- ▶ Using colours appropriately
- ▶ Creating a 'Plan B'

Lesson 9: Vibrant Videos and Amazing Audio

- ▶ Required tools
- ▶ Tips and tricks
- ▶ Creating 'Plan B'

Lesson 10: Pumping it up a Notch

- ▶ Make them laugh a little
- ▶ Ask them a question
- ▶ Encouraging discussion
- ▶ Dealing with questions

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)