

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: Getting Started

- ▶ Workshop Objectives

Lesson 2: Presentation Preparation

- ▶ Conducting Needs Analysis
- ▶ Initial Outline Layout
- ▶ Research, Write and Edit

Lesson 3: Delivery Method Options

- ▶ Types of Delivery Methods
- ▶ More Advanced Methods
- ▶ Basic Things to Keep in Mind

Lesson 4: Communication Skills - Verbal

- ▶ Active Listening Techniques
- ▶ Questioning Techniques
- ▶ Powerful Communicating Tips

Lesson 5: Communication Skills - Non-Verbal

- ▶ Body Language Explained
- ▶ Your External Body language
- ▶ Other's External Body Language

Lesson 6: Overcoming Stage Fright

- ▶ Pre-Event Planning
- ▶ Mental Preparation
- ▶ Physical Relaxation Techniques
- ▶ Exuding Confidence to the Audience

Lesson 7: Create Effective Flip Charts

- ▶ Suggested Tools
- ▶ Flip Chart Advantages
- ▶ Effective Use of Colours
- ▶ Always Have a 'Plan B'

Lesson 8: Create Compelling Presentations with PowerPoint

- ▶ Suggested Tools
- ▶ PowerPoint Tips
- ▶ Always Have a 'Plan B''

Lesson 9: Creative Use of Whiteboards

- ▶ Wall Mounted vs Electronic
- ▶ Suggested Tools
- ▶ Effective Use of Colours
- ▶ Always Have a 'Plan B'

Lesson 10: Vibrant Videos and Amazing Audio

- ▶ Suggested Tools
- ▶ Video and Audio Tips
- ▶ Always Have a 'Plan B'

Lesson 11: Pumping it up a Notch

- ▶ Making Them Laugh
- ▶ Engaging with Questions
- ▶ Promoting Audience Interaction
- ▶ Managing Questions and Comments

Lesson 12: Wrapping Up

- ▶ Words from the Wise

WEB LINKS

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